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INVENTORY OF THE COUNTY ARCHIVES
OF NEW YORK STATE
(Exclusive of the Five Counties
of New York City)

Prepared by

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

No. 4. CATTARAUGUS COUNTY (LITTLE VALLEY)

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Albany, New York
The Historical Records Survey
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FOREWORD

The Inventory of County Archives of New York State is one of a number of bibliographies of historical materials prepared throughout the United States by workers on the Historical Records Survey of the Works Progress Administration. The publication herewith presented, an inventory of the archives of Cattaraugus County, is number 4 of the New York State series.

The Historical Records Survey was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the county, and also the needs of lawyers, business men, and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

The inventories produced by the Historical Records Survey attempt to do more than give merely a list of records - they attempt further to sketch in the historical background of the county or other unit of government, and to describe precisely and in detail the organization and functions of the government agencies whose records they list. The county, town, and other local inventories for the entire country will, when completed, constitute an encyclopedia of local government as well as a bibliography of local archives.

The successful conclusion of the work of the Historical Records Survey, even in a single county, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their cooperation is gratefully acknowledged.

The Survey was organized and has been directed by Luther H. Evans, and operates as a nation-wide project in the Division of Women's and Professional Projects, of which Mrs. Florence S. Kerr, Assistant Administrator, is in charge.

F. C. HARRINGTON
Administrator

PREFACE

The Historical Records Survey began operations in upstate New York in February 1936, under the technical supervision of Dr. Edward P. Alexander, who continued to direct the work of the Survey until December 1938, when he resumed full-time activities as Director of the New York State Historical Association. The entire contents of this inventory were prepared under Dr. Alexander's editorial supervision. Until May of 1936, the Survey was under the administrative supervision of the Federal Writers Project, but since that time it has been virtually autonomous and is now an independent part of Federal Project No. 1.

The objective of the Survey in New York has been the preparation of complete inventories of the records of each State Department, county, town, city, and village. Although a condensed form of entry is used, information concerning the limiting dates of all extant records is given, and the contents of individual series, as well as the locations of records in the various depositories, are clearly shown.

Work on the inventory of the Cattaraugus County archives was begun in the spring of 1936, with Crosby Maynard serving as district supervisor until August 1937, when work in this district was transferred to the supervision of Mrs. Mabel C. Holmes. Mr. Maynard and Mrs. Holmes are primarily responsible for the quality of the field work. The editorial work and the actual preparation of the inventory for publication was carried on at Albany, with Norman J. LaPointe responsible for buildings reports, Benjamin J. Lowenstein for court records, Philip Brower for county clerk's records, Frank Cousins for the records of other offices, and Amalia V. Pesko for the index; the mimeographing of the entire inventory was done in the Albany office by Ray Morey. The various officials of Cattaraugus County have been courteous and helpful in enabling the Survey's workers to obtain an accurate inventory of their offices.

Valuable cooperation in planning the system of inventorying county records was received from Dr. Alexander C. Flick, New York State Historian; Dr. Dixon Ryan Fox, President of the New York State Historical Association; A. J. F. van Laer, New York State Archivist; Edna L. Jacobsen, Manuscripts Division, New York State Library; Hugh M. Flick, New York State Supervisor of Public Records; William E. Flook, Clerk of Broome County; and Frederick A. Smith, Clerk of Dutchess County.

The Inventory of the County Archives of New York State will, when completed, consist of a set of 57 volumes with a separate number for each county in the state. The units of the series are numbered according to the respective position of the county in an alphabetical list of New York State counties. This inventory for Cattaraugus County is number 4. It is the fifth to be issued by the Survey, its predecessors being the Albany, Broome, Chautauqua, and Chemung County inventories. The inventory of

state archives and of local (town and village) records will constitute separate publications, and the inventories of the five counties constituting New York City will be issued as a separate series by the Historical Records Survey of New York City.

The various units of the Inventory of the County Archives of New York State will be published in mimeographed form for free distribution to state and local public officials, libraries, and historical societies in New York State, and to a limited number of libraries and government agencies outside of the state. Requests for information should be addressed to the Historical Records Survey, 79 North Pearl Street, Albany, New York.

I wish to add a personal word of thanks to Dr. Luther H. Evans, who has so skillfully managed the national concerns of the Survey; to Eric Branham, of the Works Progress Administration, for his competent administrative supervision of the Federal projects; and finally to the researchers and office workers who have conscientiously done their part to obtain an accurate inventory.

Stewart A. Currie
State Director
Historical Records Survey

February 1, 1939

TABLE OF CONTENTS

	Page
Foreword.....	1
Preface.....	iii
A. Cattaraugus County and Its Records System	
1. Historical Sketch of Cattaraugus County.....	1
2. Housing, Care, and Accessibility of the Records	1
3. How To Use This Inventory.....	3
4. List of Abbreviations and Symbols.....	5
B. County Offices and Their Records	
I. County Clerk.....	6
Historical sketch of office. Inventory: court records; property transfers; appointments, elections, bonds, and oaths; census returns; licenses and permits; corporations and business organizations; registers, chiefly of professions; miscellaneous.	
II. Board of Supervisors.....	30
III. County Treasurer.....	32
IV. County Auditor.....	38
V. County Attorney.....	39
VI. Surrogate.....	40
VII. Sheriff.....	44
VIII. Coroners.....	47
IX. District Attorney.....	48
X. County Superintendent of Highways.....	49
XI. County Commissioner of Public Welfare.....	52
XII. Board of Elections.....	59
XIII. County Department of Health.....	62
Index.....	75

1. HISTORICAL SKETCH OF CATTARAUGUS COUNTY

Area: 1343 sq. mi. Population: 72,799. County Seat: Little Valley (1542)

The territory now included in Cattaraugus County lay deep within the Seneca country on the eve of the American Revolution. With the coming of peace, it was included successively in Montgomery (name changed from Tryon, April 2, 1784), Ontario (January 27, 1789), and Genesee (March 30, 1802) counties. The eastern half of the present county was part of Allegany County, created on April 7, 1806; but on March 11, 1808, the present Cattaraugus was established, though it was to remain part of Niagara County until it should have 500 taxable inhabitants. On June 16, 1812, Cattaraugus was annexed to Allegany County, and on April 13, 1814, the eastern half continued with Allegany, but the western half was annexed to Niagara. At length the population requirement was attained, and on March 28, 1817, Cattaraugus County became fully organized.

The first settlers in the county were three young missionaries -- Joel Swane, Halliday Jackson, and Henry Simmons -- sent among the Senecas by the Quakers of Philadelphia in 1798. All the lands of the county, except the Indian reservations, were included in the Holland Land Company purchases of 1792-93. The first contract of sale made by the company in 1803 was to Major Adam Hoops. Three Indian reservations are found in Cattaraugus County as follows: (1) the Allegany reservation of 42 square miles on both sides of the Allegany River; (2) the Oil Creek reservation about one mile square on the boundary between Cattaraugus and Allegany counties; and (3) a small part of the Cattaraugus reservation, contained mainly in Erie and Chautauqua counties. The county seat was at Ellicottville until 1865 when it was moved to Little Valley, a point on the Erie Railroad. The county offices were transferred to the new buildings at Little Valley in 1868. The county derives its name from the Seneca word meaning "bad smelling banks", which probably referred to the odor of natural gas leaking from rock seams.

BIBLIOGRAPHY: Session Laws of N. Y.; N. Y. Civil List; William Adams, ed., Historical Gazetteer and Biographical Memorial of Cattaraugus County, Syracuse, 1893; Franklin Ellis, ed., History of Cattaraugus County, Philadelphia, 1869.

2. HOUSING, CARE, AND ACCESSIBILITY OF THE COUNTY RECORDS

The first court of common pleas of the county was held in July, 1817, at the house of William Baker in the town of Olean. During the next year it was decided that a courthouse should be erected at Ellicottville, and

in 1819 a jail was included in the building plans. In 1823 the board of supervisors was authorized to build a fireproof county clerk's office. The courthouse and jail burned in 1829, but new ones were put up during the next two years, and in 1853 a new county clerk's office was erected. (Laws of 1817, chap. 115; 1818, 271; 1819, 38; 1823, 61; 1829, 149; 1853, 50).

The first county home was completed in 1835 but burned in 1846 with a loss of all its records. Others were erected successively in 1847, 1869, and 1900. The county home has always been located in the town of Machias on Lime Lake. (Laws of 1847, chap. 319; 1860, 275).

When in 1865 the county seat was to be removed to a point on the Erie Railroad, the towns of Little Valley and Napoli and their interested citizens subscribed enough bonds to make Little Valley the shire town. The new courthouse and jail were completed in 1868 and subsequent attempts to change the county seat to Salamanca or Olean have failed. (Laws of 1865, chap. 419; 1868, 13).

The county buildings at Little Valley today consist of the courthouse, the clerk's building, and the supervisors' building, all on Court Street, and of the highway department building on Main Street. The courthouse, a three-story building of brick and stone, 40' x 50' x 40', is fairly fire-resistant despite its wood floors and plaster walls and ceiling. The only public records contained in this building are those of the sheriff. The clerk's building, erected in 1894, has outside dimensions of 66' x 71' x 40'. The floors are tiled or of wood and the ceilings and walls of plaster. The clerk uses the basement storeroom and five rooms on the first floor. The surrogate has two rooms on the other floor, and the board of elections, two and a storeroom which is shared with the treasurer. The supervisors' building is of stone and brick, 65' x 40' x 25'. It was erected in 1894 but is being reconstructed at present. The upper floor is given over to the hearing room, but the first floor contains a vault in which are stored 85% of the records of the board of supervisors and of the county auditor. The remainder of the records of the auditor are in his office in the McLouth Building, a wooden structure erected in 1890. The highway department office (built in 1921) is of brick and concrete, 20' x 30' x 20'. Its concrete floors and walls are highly fire-resistant. A small vault contains 10% of the records of the department.

The other county offices are scattered about the county. The children's court records are in the office of the judge in the brick Walrath Building (1917) in Salamanca. The county treasurer occupies an office in the wooden Neis Building (1898) in Salamanca but has a vault in the basement which contains about 15% of his records. The district attorney has an office in a brick building (1924) in Salamanca. The county attorney's office is in the brick Farnham Building (1895) at Franklinville. The commissioner of public welfare uses several offices in the county home office building and in the county home, both situated at Machias. They were erected in 1900 and are of wood with wood floors and plaster walls and

ceilings. The county department of health is housed in the Bartlett Memorial Community Center (1900) at Olean and also has charge of the County Laboratory (1905) which adjoins the Bartlett Center, and the Rocky Crest Sanatorium (1916) on Bradford Road, Olean. This department also has nine district offices similar to the one found in the Andrews Theatre (1925) in Salamanca.

In general, the records of the county are well kept, but they are not entirely safe from the danger of fire. There is not much over-crowding in the various offices, and there are ample facilities for those who have occasion to use the records.

3. HOW TO USE THIS INVENTORY

The great mass of material contained by the public record offices of the counties makes it imperative that a condensed form of entry be used. But, though the entries may appear a bit formidable at first, they are easily understandable.

Arrangement

The inventory is ordered in a logical manner. First come the entries for the county clerk's office, the most important record depository of the county. Then follow entries for the board of supervisors and for the offices closely related to this board -- county treasurer, county auditor, and county attorney. Next in order are the entries for the surrogate, sheriff, and district attorney. They are followed by entries for the county superintendent of highways, commissioner of public welfare, board of elections, and county department of health.

Within the offices of the county clerk, commissioner of public welfare, and county department of health a logical arrangement is used because of the heterogeneous character of the records. But in the other offices, whose functions are more unified, an alphabetical arrangement is employed. The key word of the title is alphabetized.

Entries

The following rules are used in making the entries:

1. If two (or more) radically different titles appear for a series of records, one is adopted as standard and the other is placed in parentheses.

EXAMPLE:

Alcohol permits (Prohibition permits)

2. When several series contain the same key word or words, the key words are placed on one line followed by a colon. Then the remaining words of the entries are arranged alphabetically on succeeding lines indented three spaces from the key word.

EXAMPLE:

Court and trust funds:
Journals of
Ledger of

3. The entries for receiving book (or docket or register) and index series regularly follow the series of papers to which they refer.

EXAMPLE:

Court records:
papers
Receiving book of (Register)
Index to (by plaintiff and defendant)

4. All printed series are underlined and followed by place and date of publication in parentheses.

EXAMPLE:

Deeds:
Index to . . . Grantees (Albany, 1908-11)

5. Variation of the location of a series is indicated very simply and clearly.

EXAMPLE:

Building loan agreements (1906+) 43f, G; Vault over Rm 128(1906-15) 6f;
Rm 97 Vault(1916-26) 27f; Rm 128(1927+) 10f

The above example means: From 1906 to date there are 43 files in good condition. Six files (1906-15) are in the vault over Room 128; 27 files (1916-26) are in the vault in Room 97; and 10 files (1927+) are in Room 128.

4. LIST OF ABBREVIATIONS AND SYMBOLS

A	alphabetically arranged
ads.	at the suit of
Art.	article
b	box
Bldg	building
bu	bundle
chap.	chapter
e	envelope
f	file box
F	fair condition
G	good condition
I	index in each volume
P	poor condition
PR	prior records
Rm	Room
sec.	section
SR	subsequent records
U	unindexed
v or vol.	volume
+	to date (1938)
£	pounds

COUNTY CLERK (Clerk's Bldg)

In England there was really no county clerk. Yet as early as the seventeenth century the custos rotulorum, or keeper of the rolls, had charge of the records of the county court of quarter sessions held by the justices of the peace, and, at the time the American colonies were settled, the clerk of the general sessions of the peace and the clerk of the county court were sometimes called county clerks. There was no such officer in New Netherland because there were no counties. However, the secretaries of the local courts performed some of the duties a county clerk possesses today. After the English conquered New Netherland in 1664, they set up a shire called Yorkshire, which included Long and Staten Islands and part of Westchester, and was divided into three ridings with a court of sessions in each. The Duke's Laws of 1665 provided that "every Clarke of every Court of Sessions," in addition to his regular duties as court clerk, should record grants, sales, mortgages and other conveyances, and also issue licenses to "Innkeepers and Victuallers" (Colonial Laws, I, 30, 34). The Duke's Laws were in 1674 extended throughout the colony (Ibid., I, 107).

After the twelve original counties were created, November 1, 1683, the clerk of the court of sessions (and later, of common pleas) acted as register of land conveyances and was generally known as the county clerk (Ibid., I, 121, 141). The system of public land records developed in America. Under the common law in England, there was no obligation to record conveyances of land, and no general system was established there until 1875. But in the American colonies, such a system was necessary on account of the mobility of population and the frequent transfers of land, so as to safeguard purchasers against previous alienations or encumbrances (J. A. Fairlie and C. M. Kneier, County Government and Administration, N. Y., 1930, pp. 173-74).

During the colonial period, the clerk was appointed by the governor for an indefinite term. Under the constitution of the state of New York of 1777 (Art. XXIII), he was named by the council of appointment. The constitution of 1821 (Art. IV, sec. 8) made the office elective and the term three years. Subsequent constitutions retained this arrangement.

The chief functions of the clerk today still follow those laid down by the Duke's Laws. He is clerk of the county and supreme courts, general register of property (except in Westchester and the counties comprising New York City, where separate registers are found), and recorder of licenses and permits. He also acts as a sort of county archivist, because a great many records of other county departments and of the state, town, and municipality are stored with him (Cahill's Consolidated Laws, 1930, chap. 11, secs. 160-80).

Sands Bouton was the first clerk of Cattaraugus County named by the council of appointment on March 28, 1817. In 1891 the clerk's office was

placed on a salaried basis with all fees accruing to the account of the county (Laws of 1891, chap. 281).

The clerk's records are found in the Deeds Rm, Recording Rm, Comparing Rm, the room of the motor vehicle bureau, and in his private office, all on the main floor, and also in the fire-resistant storeroom in the basement. The records are well arranged and there are ample facilities for their users. A few records, which were originally in the clerk's office, are found in the County Memorial Library and Museum at the corner of Seventh and Court Streets.

I N V E N T O R Y

I. COURT RECORDS

These records are among the most valuable historical source materials in the possession of the clerk. Yet the non-current records usually receive less care than any others in his office. In the inventory below, the titles are, as a rule, grouped under the issuing courts. Exceptions to this rule occur in certain records of cases on appeal and transcripts of judgments which may require listing under the court to which they are addressed. The courts are arranged from highest to lowest.

Under the issuing courts, the records are listed in alphabetical order. While a systematic arrangement to distinguish between civil and criminal actions and to trace the development of an action from summons and complaint or indictment through trial to judgment or sentence is doubtless desirable, the records themselves are arranged in such a manner as to make such a system very complex, if, indeed, not impossible. If one has the custody of the records, it is a simple task to devise a classification and make the records conform to it. But when a classification must be made sufficiently broad to embrace fifty-seven different systems of record keeping, concessions must be made to practical considerations. The alphabetical order, while far from ideal, seems to fit the situation better than more significant systems of arrangement.

As a general thing, when records originating in several courts are encountered, they are entered under the court in which the bulk of them originated. If they are rather evenly divided among the courts, the entries are placed under the court of highest jurisdiction. Therefore, the inventory of the records of the supreme court should be examined with much care. Indeed, to obtain a complete picture of any one of these courts, it is well to examine the inventory of the records of all of them. Because the same officer may preside over different courts and because of overlapping jurisdiction and indiscriminate filing, it is often difficult to determine the issuing court. Such general records as judgment dockets have arbitrarily been placed under the supreme court. See also surrogate.

SUPREME COURT [1823+]

In 1691 this court was set up, following the court of assizes (1665-84) of the Duke's Laws. The supreme court had original and appellate jurisdiction in civil causes involving at least £20. In criminal matters, by writs of certiorari, it could remove indictments or informations from the country districts to be heard en banc at New York City. In 1692 the justices began to ride circuit (see circuit, and oyer and terminer courts). The court was continued intact by the constitution of 1777. In 1786 the junior justice was authorized to conduct a court of exchequer as a branch of the supreme court, but this practice was discontinued in 1829. Under the constitution of 1846, general terms were established at which at least three justices of a district sat en banc, while special terms could be held by any justice to transact equity business. The jurisdiction of the court of chancery was taken over. Appeals from lower courts or from decisions of a single justice were heard at the general term. Under the constitution of 1894, the general term was succeeded by the appellate division of the supreme court. The circuit, and oyer and terminer courts gave place to the trial term. The special term, presided over by a single justice, was devoted to hearing and determining motions and special proceedings. The superior court of Buffalo was abolished and its proceedings and judges transferred to the supreme court. There are today four judicial departments with appellate divisions, and nine judicial districts in the state, but the supreme court meets regularly in each county.

Under the act for fully organizing the county, no circuit or oyer and terminer courts were to be held until the supreme court judges should decide them necessary (Laws of 1817, chap. 115). The first sessions of these branches of the supreme court were held by Judge William B. Rochester on Aug. 20, 1823 (Adams, Cattaraugus County, p. 298).

- 1 Affidavits (1817-1922) 35f, U, G, Storerm. For SR,
see 8.
County and justices' courts also.
- 2 Appeals, Cases on (1876+) 427v, U, G; Storerm(1876-
1922) 309v; Deeds Rm(1923+) 119v
Printed and typed vols. showing proceedings of original
trials of cases up on appeal. Cases appealed to appellate
division and a few to court of appeals.
- 3 Bonds, Books of (1887+) 4v, I, G, Deeds Rm

Surety bonds of receivers, guardians, and committees.
County court also.

- 4 Calendars (1916-21, 1935+) 2f, U, G; Storerm(1916-21) 1f; Deeds Rm(1935+) 1f. For records(1922-34), see 24.
Printed booklets listing cases for trial in chronological order. County court also.
- 5 Costs, Bills of (1817-1922) 12f, U, F, Storerm.
For SR, see 8.
Detailed statements of costs assessed by clerk or judge.
Many printed forms. Court of common pleas and circuit and county courts also.

Court records:

- 3 Court actions (Proceedings in actions) (1817-1921) 30f, G, Storerm. For index, see 9;
for SR, 8.
All papers, such as opinions and reports, not filed with
7. Include notices of appeals and orders appointing receivers. Common pleas, circuit, and county courts also.
- 7 Judgment rolls (1817-1921) 544f, F; Storerm(1817-90) 230f; Comparing Rm(1891-1921) 314f. For index, see 9; for SR, 8. See also 6.
Summons and complaint, intermediate papers, and judgments. Include divorce actions. Common pleas, circuit, and county courts also.
- 8 Judgments and civil actions (1922+) 268f, G,
Comparing Rm. For index, see 9; for PR, 6, 7.
All papers pertaining to each case in individual numbered envelopes. Include justice's returns on appeals, notices of appeals, general assignments, divorce papers, and orders appointing receivers. County court also.
- 9 Register and index of (Proceedings in actions) (1859-61, 1884+) 10v, I, G, Deeds Rm
List types of papers filed by date under name of case.

ABBREVIATIONS: A (alphabetically arranged); b (box); Bldg (building); bu (bundle); e (envelope); f (file); F (fair condition); G (good condition); I (index in each volume); P (poor condition); PR (prior records); Rm (room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

- 10 Indictment papers (1821+) 27f, U, G; Storerm(1821-99) 8f; Recording Rm(1900+) 19f
Grand jury statements charging defendant with specified crime. Courts of sessions, ~~oyer~~ and terminer, and county court also.

Judgments:

- 11 Recorded (1848+) 2lv, G, Deeds Rm. For indexes, see 12, 14. See also 13.
County court also.
- 12 docket (1819+) 16v, I, G, Deeds Rm
Single-line summaries. County, justices', and courts of other counties also. Vols. 1-7 labeled: Judgment register.
- 13 foreclosures, Record of (1847+) 2lv, G, Deeds Rm.
For index, see 14.
Against real property in the county. County court also.
- 14 foreclosures, Index to (by defendant) (1847+) 2v, G, Deeds Rm
Also indexes 11.
- 15 Transcripts of, from lower courts and other counties (1828+) 38f, U, G, Recording Rm
Give damages and costs. Later records mainly printed forms. These judgments issued from justices' courts of the county or from outside county and supreme courts but were filed in the supreme, circuit, county, or common pleas courts.

Jury panels:

- 16 Grand (1896+) 2f, U, G; Storerm(1896-1922) 1f;
Clerk's Private Office(1923+) 1f
Mainly printed forms.
- 17 Trial (1896+) 3f, U, G; Storerm(1896-1922) 2f;
Clerk's Private Office(1923+) 1f
Cover all courts of county.

Lis pendens:

- 18 notices (1817+) 33f, G, Recording Rm. For index (1835+), see 20.
State that a specified action is pending involving certain described premises. Usually mortgage foreclosures. For protection of prospective grantees. Circuit, common pleas, and county courts also.

Lis pendens:

- 19 notices, Recorded (1834+) 15v, G, Deeds Rm. For index, see 20.
- 20 Index to (by defendant) (1835+) 4v, G, Deeds Rm
- 21 Minutes, Clerk's recorded (1842-53, 1857-59, 1869+) 55v, U, G; Storerm(1842-53, 1857-59, 1869-1914) 48v; Deeds Rm(1915+) 6v
With the same gaps noted above, special term minutes (1847-95) run throughout the series. These same vols. contain also circuit and oyer and terminer minutes (1842-56, 1868-69, 1879-85, 1889-95); circuit court minutes (1856-59, 1869-79, 1880-81, 1883, 1886-88); oyer and terminer, county court, and court of sessions minutes (1885); trial term (civil and criminal) (1896+). There is considerable overlapping of dates; some of the minutes are rough and some, recorded or engrossed.

Naturalization:

Any court of record formerly conducted the process. This led to a separate informal bureau in the county clerk's office. Since 1906 Congress has determined the form of the records used and naturalization proceedings usually take place in supreme court.

- 22 admissions (1895+) 4f and 13v, I(1906+), G; Store-rm(1895-1905) 4f; Recording Rm(1906-8) 1v; Deeds Rm(1909+) 12v
Contain petitions, all intermediate papers, and final orders. After 1916 include U. S. Department of Labor certificate of arrival. The vols. are labeled: Applicants admitted to citizenship, declaration of intention and petitions.
- 23 declaration of intention record (1848+) 12v, I, G, Recording Rm
Copies of first papers giving personal data on applicant and his renunciation of his previous citizenship.
- 24 Notes of issue (1919+) 10f, U, G; Storerm(1919-34) 9f; Clerk's Private Office(1935+) 1f

ABBREVIATIONS: A (alphabetically arranged); b (box); Bldg (building); bu (bundle); e (envelope); f (file); F (fair condition); G (good condition); I (index in each volume); P (poor condition); PR (prior records); Rm (room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

Attorney's statements to the clerk of the court of type of action and date issue was joined. The basis of the court calendars, some of which are included (1922-34). County court also.

- 25 Orders (1817-1922) 159f, U, G, Comparing Rm. For SR, see 8.
 Stipulations, discontinuances of trials, mortgage actions, divorces, judgments, and general assignments. Common pleas, circuit, and county courts also.
- 26 Referees' reports (1830-1907) 11f, U, G, Storerm.
 For SR(1908-22), see 6; (1922+) 8.
 All types of actions, such as condemnation proceedings, foreclosures, and selling infants' real estate. Common pleas, circuit, and county courts also.
- 27 Sheriffs' certificates of sale (1820+) 4f, U, G, Storerm
 Return by sheriff reciting seizure of property of debtor and sale thereof. Common pleas, circuit, and county courts also.
- 28 Sheriffs' reports of sales (1817+) 23f, U, G, Recording Rm
 Include referees' reports also.
- 29 Summons and complaints (1817-1922) 53f, U, G, Recording Rm. For SR, see 8.
 These records were originals filed when the action was begun. A copy was filed with 7 when judgment was rendered.

CIRCUIT COURT [1823-95]

Civil branch of supreme court. Supreme court justices began to ride circuit in 1692. From 1821 to 1846 there were separate circuit judges. Followed by supreme court (trial term).

- 30 Minutes, Clerk's recorded (1823-24, 1830-37, 1843-59, 1869-95) 6v, U, G, Storerm. For other records, see 21.
 Contain also oyer and terminer minutes (1823-24, 1830-37, 1870-73, 1885); common pleas minutes (1823-24, 1830-37); court of sessions minutes (1823-24, 1830-37); and county court minutes (1885).

COURT OF OYER AND TERMINER [1823-95]

Under the Duke's Laws of 1665, a commission of oyer and terminer could issue from the governor and council to speed up the case of a capital offender, since the court of assizes met only once each year. In 1683 a separate court of oyer and terminer and general gaol delivery, composed of a judge and four justices of the peace, had both criminal and civil jurisdiction and could hear on appeal cases involving at least £5. This court was discontinued in 1691, but, in the next year the justices of the supreme court began to try criminal cases on circuit under their commissions of oyer and terminer. This practice continued until 1896 when the court was succeeded by the trial term of the supreme court. During 1821-46, special circuit judges held the courts of oyer and terminer.

- 31 Minutes, Clerk's recorded (1874-79, 1891, 1893) 5v, U, G, Storerm. For other records, see 21, 30, 37.

COURT OF COMMON PLEAS [1817-46]

Set up in 1691, this court originally took over the civil jurisdiction of the old court of sessions (1665-91). Followed by county court.

- 32 Minutes, Clerk's recorded (1838-41) 1v, U, G, Storerm. For PR (1823-24, 1830-37), see 30; for SR, 37.
Contains also court of sessions minutes (1838-41).

COURT OF SESSIONS [1817-95]

This court originally succeeded the local courts of the Dutch. The Duke's Laws of 1665 established courts of sessions

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See also pages 3-5.

- in each of the three ridings of Yorkshire (Long and Staten Islands, and Westchester County). Held by the justices of the peace of the riding, sitting en banc. Civil jurisdiction in cases of £5 to £20. Criminal jurisdiction except in capital offenses. In 1683 these courts were set up for each county, with criminal and civil jurisdiction, but in 1691 they were limited to criminal matters. Followed by county court. No records of this court are kept separately. For its minutes, see 21, 30, 32, 37. There are no minutes to be found for the years 1817-22, 1825-30, 1848, 1863-69, 1871-74.

COUNTY COURT [1847+]

- Follows court of common pleas. Absorbs court of sessions (1896).
- 33 Criminal proceedings, papers (1817+) 82f, U, F; Storerm(1817-1928) 73f; Recording Rm(1929+) 9f Subpoenas, undertakings, bail bonds, and commitment papers. All papers in each case except the indictments. Supreme, oyer and terminer, and sessions courts also.
- 34 Executions (1817+) 50f, U, G, Recording Rm Issued against individuals after judgment. Common pleas, circuit, and supreme courts also.
- 35 Incompetents' proceedings (Lunacy papers) (1817+) 40f, U, G, Recording Rm Certificates of lunacy, commitment papers, and bonds. Common pleas, circuit, and supreme courts also.
- 36 Infants' proceedings, Papers on (1840+) 43f, U, G, Recording Rm Guardianship bonds, reports, and applications to withdraw money and to sell property. Supreme, circuit, and common pleas courts also.
- 37 Minutes, Clerk's recorded (1842+) 43v, U, G; Storerm (1842-1914) 38v; Deeds Rm(1915+) 5v. For other records, see 21, 30. Include minutes of: court of common pleas (1842-47); court of sessions (1842-62, 1869-70, 1874-95); court of oyer and terminer (1870). There is considerable overlapping of dates; some of the minutes are rough and some, recorded or engrossed.

CHILDREN'S COURT [1922+]

Follows county court. Under Article VI, section 18, of the constitution of 1894, the legislature had power to create inferior courts, not of record, without equity jurisdiction and with jurisdiction no greater than the county courts. On November 8, 1921, this section was amended to authorize the legislature to establish children's courts, or courts of domestic relations. The Children's Court Act (Laws of 1922, chap. 547) set up such tribunals with jurisdiction over delinquent, neglected, or dependent minors and over adults responsible for or contributing to such delinquency, or who neglect to support a spouse, child, or poor relative. In only Albany, Erie, Jefferson, Montgomery, and Westchester counties and in Syracuse (city) are there children's courts with separate judges. In all the other counties, the county judge or special county judge conducts this court. (Cahill's Consolidated Laws, 1930, pp. 2698-2706).

These records are kept in Judge Black's office in the Walrath Bldg, Salamanca. The inventory is included here so as to bring it near the other court records.

- 38 Case records (1922+) 3f, G. For indexes, see 39, 40.
All papers in each case including reports by investigators, warrants, stenographer's transcript of testimony, and accounts. Cases concern juvenile delinquency, paternity, neglect, and non-support actions. Some cases are informal, heard privately by judge without a formal summons.
- 39 Docket (1922+) 4v, G. For index, see 40.
Trace the proceedings of each case in summary form.
- 40 Index (by name of child) (1922+) 1v, G

COURT OF SPECIAL SESSIONS [1817+]

In one form or another local magistrates have always tried

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See also pages 3-5.

misdeameanors in New York. The practice began under the Dutch and was continued by the Duke's Laws of 1665. The court today is the criminal side of the justices' courts.

- 41 Convictions, Certificates of (1817+) 32f, U, G;
Storerm(1817-1927) 29f; Recording Rm(1928+) 3f
Individual printed forms certifying to the conviction of a named defendant. A few of supreme, oyer and terminer, county, and general sessions courts.

II. PROPERTY TRANSFERS

Chattel mortgages:

- 42 papers (1870+) 10f, G, Comparing Rm. For index (1886+), see 43.
Mainly printed forms stating conditions (Laws of 1833, chap. 279). Include satisfactions (Laws of 1879, chap. 171).
- 43 Index to (by mortgagee and mortgagor) (1886+) 1v, G, Recording Rm
Laws of 1894, chap. 69.

Conditional sales:

- 44 contracts and renewals (1922+) 5f, G, Recording Rm. For index, see 46.
Printed forms showing terms of sale. Include conditional sales contracts affecting real estate, which in some counties are kept as a separate series with a separate register or index. Laws of 1884, chap. 315; 1909, 45; 1922, 642; 1930, 874.
- 45 contracts and renewals, Record of (1912+) 2v, I, G, Deeds Rm. For general index, see 46.
Laws of 1909, chap. 45; 1922, 642; 1930, 874.
- 46 Docket of goods and chattels (by buyer) (1922+) 1v, G, Deeds Rm
Same laws as 44.

Deeds:

- 47 Recorded (1817+) 353v, G, Deeds Rm. For indexes, see 48, 49. See also 50.

Deeds:

Include also oil and gas leases and wills affecting real estate. Law of Nov. 3, 1683 (Colonial Laws, I, p. 142) first required the recording of deeds to be considered valid.

- 48 Index to (by grantee) (1817+) 19v, G, Deeds Rm
Laws of 1826, chap. 313; 1843, 199; 1896, 547; 1924, 582.
- 49 Index to (by grantor) (1818+) 19v, G, Deeds Rm
Same ~~laws~~ as 48.
- 50 and mortgages, Recorded (1817-59) 1v, U, G, Deeds Rm
Deeds in front of vol. and mortgages in back. Includes assignments, and discharges of mortgages. Reason for keeping this record has not been determined.
- 51 Field notes of Holland Land Company (1803-73) 5v, U, G, Deeds Rm
Copies of survey of Cattaraugus County, possibly made under Laws of 1836, chap. 329; 1839, 295.

Homestead exemptions:

- 52 affidavits of, Recorded (1851+) 1v, I, G, Deeds Rm
- 53 notices of, Recorded (1851+) 1v, G, Recording Rm.
For index, see 54.
Notice that property which is described is intended to be held as a homestead. A homestead up to the value of \$1,000 cannot be levied upon by virtue of an execution, but can be sold for taxes. Last entry (1931). Laws of 1850, chap. 260; 1883, 156.
- 54 index (by claimant) (1851+) 1v, P, Recording Rm
- 55 Leases, Indian, Recorded (1875+) 7v, I, G, Deeds Rm
Represent leases (and renewals) of reservation lands owned by the Seneca nation of Indians. The right to grant such leases was authorized by acts of Congress of 1875 and 1890.

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See also pages 3-5.

Liens:

- 56 criminal surety bond, Notices of state (1936+) 1f, G, Recording Rm. For index, see 57.
Statement by district attorney claiming a lien for the state against property of surety in an undertaking of bail, in case bail forfeited. Printed forms. Laws of 1936, chaps. 55, 308.
- 57 Index to criminal surety bond (by owner of real estate) (1936+) 1v, G, Deeds Rm
Laws of 1936, chap. 55.
- 58 Hospital (1936+) 1f, G, Deeds Rm. For index, see 59.
Hospital claims a lien for services which attaches to any judgment rendered against person allegedly liable for the injury. Laws of 1936, chap. 534.
- 59 Hospital, docket (by person against whom claimed) (1936+) 1v, G, Recording Rm
Laws of 1936, chap. 534.
- 60 Mechanics (1870+) 14f, G, Deeds Rm. For index, see 61.
Against property for labor and materials furnished in a stated sum. Include discharges. Laws of 1844, chap. 305.
- 61 mechanics, Index to (Lien docket) (1870+) 3v, G; Storerm(1870-84) 1v; Deeds Rm(1885+) 2v
Laws of 1844, chap. 305.

Loan commissioners of United States Deposit Fund:

Commissioners lent money under U. S. Surplus Revenue Act of 1836 and N. Y. Laws of 1837, chap. 150. Abolished by Laws of 1911, chap. 634 and duties transferred to State Comptroller.

- 62 mortgage books (1837-1910) 2v, F, Deeds Rm. For index, see 63.
Printed-form indentures. Accounts of repayment of principal and interest on back of indentures.
- 63 Index to mortgage books (by mortgagor) (1837-1910) 1v, G, Deeds Rm

Maps:

- 64 Index to (by subject) (1820+) 1v, G, Deeds Rm

Maps:

- 65 Drainage (1886-99) 58 items, G, Deeds Rm. For index, see 64.
Swamp lands to be drained by court order. Also Olean flood abatement plan and Chenango drainage canal. Seven maps undated. 30 maps (1886) are in the Recording Rm.
- 66 Highway (1900-27) 45 items, G, Storerm. For index, see 64.
Generally these maps show plans for improvement or extension of highways and bridges. Some of the maps also show railroad routes.
- 67 Property transfer (1850-1930) 23v and 7 items, F, Recording Rm. For index, see 64.
Include land sold by Holland Land Co., Devereux Land Co., Farmers Loan and Trust Co., and various private owners. Also show lands acquired and owned by the state in Cattaraugus County for reforestation purposes, lands on Indian Reservations, subdivisions of the city of Olean, and election districts of the city. The loose maps are in the Deeds Rm.
- 68 Railroad (1850-1910) about 119 items, F, Deeds Rm. For index, see 64. See also 66, 69.
Profiles and plans of the following railroad companies: Alleghany Central (1882); Buffalo Extension (1863); Buffalo and Jamestown (1872); Buffalo, New York, and Philadelphia (1871); Buffalo, Pittsburg, and Western (1881); Buffalo and Susquehanna (1905); Buffalo and Washington (1870); Cattaraugus (1872); Genesee Valley Canal (1882); Great Valley and Bradford (1881); N. Y. and Erie (1850); Olean, Rock City, and Bradford (1897); Olean Street (1880); Pennsylvania (1910); Pa. Traction (1907); Rochester, Munda, and Pa. (1872); Rochester and Pittsburgh (1882); Rochester and State Line (1872); Salamanca and Warren (1881); Towanda Valley and Cuba (1881).
- 69 Utility (1850-1925) 1v and 7 items, F; Recording Rm (1850-77) 1v; Deeds Rm(1873+) 7 items. For index, see 64.
Pipe lines, transmission lines, and water works. Companies mentioned are Buffalo and N. Y. Pipe Line (1878); Buffalo to Rock City Pipe Line (1880); Great Valley Pipe Line (1879);

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See also pages 3-5.

Little Valley Water Works (1888); Niagara, Lockport, and Ontario Power (1925). The vol. also contains railroad maps.

Mortgages:

- 70 Recorded (1818+) 292v, G, Deeds Rm. For indexes, see 71, 72. See also 50.
Include recorded assignments and releases, and foreclosure notices (before 1847). Law of Nov. 3, 1683 (Colonial Laws, I, p. 142) first required the recording of mortgages to be considered valid.
- 71 Index to (by mortgagee) (1818+) 12v, G, Deeds Rm
Laws of 1826, chap. 313; 1843, 199; 1896, 547; 1924, 582.
- 72 Index to (by mortgagor) (1818+) 12v, G, Deeds Rm
Same laws as 71.
- 73 assignments of, Index to (by assignee) (1895+)
2v, G, Deeds Rm
- 74 assignments of, Index to (by assignor) (1896+)
2v, G, Deeds Rm
- 75 foreclosure, Notice of (1847-1924) 4v, U, G, Deeds Rm. For PR, see 70; for SR, 18.
Include a variety of affidavits concerning the notice and sale.
- 76 Satisfactions of (Discharges) (1901+) 48f, G;
Storerm(1901-22) 36f; Recording Rm(1923+) 12f.
For index, see 77; for PR, 70.
Full payment of specified indenture. Laws of 1903, chap. 490.
- 77 satisfactions of, Index to (by mortgagor) (1895+)
4v, G, Deeds Rm

Mortgage recording tax:

- 78 Affidavits claiming exemption from (1924+) 1f, U,
G, Motor Vehicle Bureau Rm
Includes affidavits to State Tax Commission, and correspondence with State Tax Examiner.
- 79 Record of (1905+) 6v, U, G; Storerm(1905-18) 3v;
Motor Vehicle Bureau Rm(1918+) 3v
Lists are made from these vols. monthly and annually for transmittal to the State Comptroller and the State Tax Commission. Laws of 1905, chap. 729; 1907, 340.

- 80 Searches, Papers of (1889-1928) 186f, U, G; Storerm(1889-1911) 24f; Comparing Rm(1912-28) 162f
Not official records and no longer kept. Give chain of title verification as found in the clerk's various records. Labeled: Range-minute record of searches of lands.

III. APPOINTMENTS, ELECTIONS, BONDS, AND OATHS

This classification is designed to cover all records which have to do with the selection and placing of persons in office.

- 81 Appointments, Miscellaneous (1919+) 1f, U, G, Storerm
Includes appointments of all county officers, and oaths of deputy sheriffs.

Bonds and undertakings:

- 82 Filed (1817+) 14f, U, G, Storerm
These are originals and copies of bonds of committees, guardians, receivers, referees, sheriffs, and trustees.
- 83 Recorded (1887+) 4v, I, G, Deeds Rm
Of assignees, committees of incompetents, guardians, and receivers.
- 84 Elections of town officers, Town clerk's certificates of (1817+) 10f, U, G; Storerm(1817-1920) 9f;
Motor Vehicle Bureau Rm(1921+) 1f
Include certificates of filing of bond and undertaking.

Notaries public:

- 85 Appointments of (1817+) 8f, U, G; Storerm(1817-1922) 7f; Motor Vehicle Bureau Rm(1923+) 1f
Include appointments of notaries public of other counties.
- 86 Register and oaths of (1844+) 2v, A, G; Storerm (1844-1904) 1v; Deeds Rm(1905+) 1v

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See also pages 3-5.

Notaries public:

Include foreign notaries transacting business within Cattaraugus County. Laws of 1884, chap. 270. Single-line entries.

Oaths:

- 87 of county officials, Books of (1859+) 7v, U, G;
Deeds Rm(1859-1902) 2v; Motor Vehicle Bureau
Rm(1903+) 5v
Of all elected county officials and their deputies.
- 88 of town officials (Miscellaneous) (1935+) 1f, U,
G, Motor Vehicle Bureau Rm
- 89 Sheriffs', Deputy, appointments and oaths (1919+)
1f, U, G, Storerm. See also 81.

Tax collectors:

- 90 bonds (1817+) 7f, U, G, Storerm
Laws of 1818, chap. 251.
- 91 Docket of bonds of (1915+) 2v, A, G, Deeds Rm
Arranged by name of town.

IV. CENSUS RETURNS

- 92 Federal census schedules (1850, 1860, 1870, 1880) 8v,
U, G, Library Rm of County Memorial Library and
Museum

The original schedules of the Federal censuses of 1850, 1860, and 1870 were filed with the county clerks, and copies were sent to Washington. The original schedules of the census of 1880 went to Washington, but the enumerators were to furnish the county clerk with a list of all persons enumerated, showing name, age, sex, and color. Schedules of previous and subsequent censuses were sent to Washington, though until 1830 the schedules for 1790-1820 were in the custody of the clerks of the U. S. District Courts. Since 1830 forms with printed headings have been used. (C. D. Wright, History and Growth of the U. S. Census, Washington, 1900, pp. 76-79). Regular census forms with names and figures for individuals residing in Cattaraugus County. Printed headings with single-line entries. Two vols. for each year. These records are not in the county clerk's building but in the County Memorial Library and Museum.

- 93 ✓ New York State census schedules (1825-1925) 18v, U,
G, Library Rm of County Memorial Library and
Museum

Regular census forms with names and figures for individuals residing in Cattaraugus County. Printed headings with single-line entries. Run as follows: (1825) for town of Ellicottville only, (1835), and (1845), 1v; (1855), 3v; (1865), 3v; (1875), 3v; (1892), 2v; (1905), 2v; (1915), 2v; (1925), 2v. The N. Y. State Library at Albany has duplicate schedules for the censuses of 1915 and 1925 which were originally deposited with the State Secretary of State.

V. LICENSES AND PERMITS

Alcohol permits (Prohibition permits):

- 94 papers (1920-23) 1f, U, G, Recording Rm
Copies of applications, U. S. Treasury Department permits, cancellations, and renewals, under National Prohibition Act. Permit sale or use of intoxicating liquor for other than beverage purposes. Laws of 1921, chap. 155.
- 95 Record of (1921-22) 1v, U, G, Recording Rm
Printed forms. Laws of 1921, chap. 155.

Hunting, fishing, and trapping licenses:

- 96 Monthly report of, to the State Conservation Department (1908+) 16f, U, G, Motor Vehicle Bureau Rm
Laws of 1908, chap. 130.
- 97 Record of (1936+) 1v, U, G, Motor Vehicle Bureau Rm
Laws of 1908, chap. 130

Marriage:

- 98 licenses and papers (1908-35) 10f, G; Storerm (1908-26) 4f; Recording Rm(1926-35) 6f. For indexes, see 99, 100. PR and SR are filed with town and municipal clerks.

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See also pages 3-5.

Marriage:

Include affidavits, statements, consents, and marriage contracts. Laws of 1907, chap. 742 requires record and original license and papers with county clerk and copies with State Department of Health. Laws of 1915, chap. 422 requires originals with State Department. Laws of 1926, chap. 635 confirms this arrangement, while Laws of 1935, chap. 535 relieves the county clerk of such duties and vests them with town and municipal clerks only.

- 99 records (1908-35) 7v, I(1921-35), C, Deeds Rm.
For general index, see 100. PR and SR are
filed with town and municipal clerks
- 100 record index (by bride and groom) (1908-35) 4v,
G, Deeds Rm

Motor vehicle bureau:

Driving licenses:

- 101 Chauffeur and junior (1934+) 4v, U, G; Store-
rm(1934-35) 2v; Motor Vehicle Bureau Rm
(1936+) 2v
Chauffeurs to drive passenger cars for hire. Juniors
between sixteen and eighteen years to drive passenger
cars, but not for hire. Printed forms.
- 102 Operators (1934+) 4v, U, G; Storerm(1934-35)
2v; Motor Vehicle Bureau Rm(1936+) 2v
To persons of eighteen or over to drive passenger
cars, but not for hire.

Registration and reregistration:

- 103 Commercial and miscellaneous (1934+) 4v, U, G;
Storerm(1934-35) 2v; Motor Vehicle Bureau
Rm(1936+) 2v
Include commercial, motorcycle, suburban, trailer,
and omnibus registrations.
- 104 Passenger (1934+) 4v, U, G; Storerm(1934-35)
2v; Motor Vehicle Bureau Rm(1936+) 2v

Revolver permits:

- 105 Applications for (1915+) 7f, G, Recording Rm.
For index(1931+), see 106.
Include affidavits of references. Laws of 1922, chap.
198; 1931, 792.

Motor vehicle bureau:

Revolver permits:

- 106 Index to applications for (by applicant)
 (1931+) lv, G, Comparing Rm

VI. CORPORATIONS AND BUSINESS ORGANIZATIONS

Assumed business names:

- 107 Certificates of (1900+) 2f, G, Recording Rm. For
 index, see 103.
 Printed forms showing names used by companies. Include
 certificates of continuation and of partnership names.
 Laws of 1900, chap. 216.
- 108 Index to certificates of (by assumed name) (1900+)
 2v, G, Deeds Rm
 Laws of 1900, chap. 216.

Corporations:

The originals of these reports and certificates are usually filed with the State Secretary of State with copies filed and sometimes recorded by the county clerk.

- 109 Certificates of incorporation (1817+) 19f, G,
 Recording Rm. For index, see 111.
 Typed forms showing purpose, capitalization, and stock-
 holders. Religious societies also. Include annual re-
 ports; certificates of election of corporation directors,
 of payment of and change in capital stock, of consent to
 mortgage, of change of corporate name, and of dissolution
 of corporations; and reports of inspectors of elections
 of corporations. Laws of 1848, chaps. 37, 40, 259, 265,
 319; 1851, 122; 1852, 228; 1853, 117; 1854, 112, 218, 232;
 1875, 50, 611; 1881, 22; 1890, 563; 1895, 723; 1931, 655.

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See also pages 3-5.

Corporations:

- 110 Certificates of incorporation, Recorded (1880+)
5v, I, G, Deeds Rm. For general index, see
111; for SR, 10C.
After 1930 civil corporations recorded only by request,
but religious societies always recorded. Laws of 1838,
chap. 260; 1847, 133; 1853, 395; 1875, 611; 1881, 22;
1931, 655.
- 111 Docket of incorporations (by corporate name)
(1821+) 1v, G, Deeds Rm
- 111A Cemetery (1847-87) 1v, U, G, Deeds Rm. For SR,
see 110.
Recorded articles of incorporation.

Insurance companies':

- 112 agents, Certificates of authority of (1861+) 10f,
U, G, Storerm
Printed authorizations by State Insurance Department to
act for designated company.
- 113 certificates of authority (1861+) 8f, U, G, Store-
rm
Printed forms from State Superintendent of Insurance
to insurance companies certifying that they are properly
incorporated to do business within the state. Laws of
1853, chap. 463; 1909, 33.

VII. REGISTERS, CHIEFLY OF PROFESSIONS

This classification also includes affidavits, certificates,
and petitions in support of the registration.

- 114 Architects, Register of (1927+) 1v, I, G, Deeds Rm
Includes affidavits that applicants have certificates from
qualified institutions. Printed forms. Laws of 1918, chap.
77; 1922, 461; 1927, 85; 1929, 572; 1932, 469; 1933, 333.
- 115 Chiropradists, Register of (1904+) 1v, I, G, Deeds Rm
Affidavits showing qualifications. Only two entries, last
of which (1908). Printed forms. Laws of 1895, chap. 864;
1912, 199.
- 116 Dentists, Register of (1879+) 4v, I, G, Deeds Rm
Include affidavits. Laws of 1879, chap. 540; 1889, 337;
1893, 661; 1895, 626.

- 117 Engineers, professional, or land surveyors,
Register of (1932+) 1v, I, G, Deeds Rm
Laws of 1927, chap. 85; 1932, 468.
- 118 Farm names, Record of (1912+) 1v, I, G, Deeds Rm
The owner of a farm may have its name and a description of
the lands recorded. Last entry (1925). Laws of 1912, chap.
145.
- 119 Firemen's, Exempt, certificates (1904+) 2f, U, G,
Recording Rm
Certificates exempting from jury service.
- 120 Horseshoers, master and journeyman, Register of
(1900) 1v, I, G, Deeds Rm
Vol. dated 1899 on outside. Affidavits as to years in
practice. Only two entries. Required in counties with cities
of at least 50,000 population under Laws of 1896, chap. 271;
1897, 415-16. Requirement extended to all cities by Laws of
1889, chap. 558.
- Military service:
- 121 Civil War, Company roll book of (1861) 1v, U, G,
Library Rm of County Memorial Library and
Museum
Includes discharges, deaths, desertions, and lists of
officers.
- 122 Persons liable for (1917) 1v, A, G, Library Rm of
County Memorial Library and Museum
- 123 Soldiers, sailors, and marines, Vending licenses
of (1920+) 2v, I, G, Deeds Rm
Laws of 1922, chap. 264.
- 124 Nurses, Certificates and affidavits of registered
(1905+) 3v, I, G, Deeds Rm
Certificates of qualifications and affidavits affirming iden-
tity. Printed forms. Laws of 1903, chap. 293; 1920, 742.
- 125 Optometrists, Register of (1909+) 1v, I, G, Deeds Rm

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(bundle); e (envelope); f (file); F (fair condition); G (good condition);
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(room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

Certificates of qualifications. Printed forms. Laws of 1908, chap. 460.

- 126 Osteopaths, Register of (1907+) 1v, I, G, Recording Rm

Printed-form affidavits as to qualifications. Laws of 1907, chap. 344.

Physicians:

- 127 lunacy certificates (1879+) 1f, U, G, Storerm
Qualifications as examiners in mental cases.

- 128 and surgeons, Register of (1878+) 5v, I, G, Deeds Rm
Single-line entries and printed-form affidavits as to qualifications. Laws of 1874, chap. 436; 1880, 513; 1887, 647; 1909, 45.

- 129 Principal and agent, Register of (1893+) 1v, A, G, Deeds Rm
Printed forms. Laws of 1893, chap. 708.

Stallions:

- 130 Affidavits of pedigree of (1870-1916) 1f, U, G, Storerm
Includes advertisements (posters). Laws of 1872, chap. 598; 1887, 458.

- 131 Register of (1887-1920) 3v, I, G, Deeds Rm
Laws of 1897, chap. 418.

- 132 Veterinary medical register (1886+) 2v, I, G, Deeds Rm
Include affidavits as to qualifications. Last entry (1931). Laws of 1886, chap. 313; 1893, 661; 1895, 860.

VIII. MISCELLANEOUS

- 133 Coroners' inquests (1817-1922) 22f, U, G, Recording Rm

Minutes of hearings and findings signed by coroner and jury under oath. Coroners send them to clerk at frequent intervals. Laws of 1787, chap. 18.

- 134 Excise, Reports of town commissioners of (1893-96)
1f, U, G, Storerm
Made to county board of supervisors. Show licenses granted
and fees received.
- 135 Laws of Cattaraugus County (1875-1935) 2v, I, G,
Deeds Rm
Certified copies of resolutions of board of supervisors
authorizing bond issues, bridge and highway construction,
new offices, salary changes, and levying taxes.

Miscellaneous:

- 136 certificates (1820+) 3f, G, Recording Rm. For
index, see 138.
Building loan agreements (filed pursuant to Laws of
1897, chap. 418; 1900, 78), county road fund reports by
county treasurer, school district trustees' and school
superintendents' annual reports, school money apportion-
ment notices, and tax sales notices.
- 137 records (1817+) 62v, G, Deeds Rm. For index, see
138.
Assignments of judgments, bills of sale, land contracts,
leases including discharges, military service discharges,
oil and gas leases, partnership certificates, powers of
attorney, principal and agent authorizations, right of
way proceedings, street openings, and trust declarations.
- 138 records, Index to (by type of instrument) (1817+)
7v, G, Deeds Rm

Receipts and disbursements:

Unable to locate PR though they were required by Laws of
1891, chap. 281.

- 139 Journal of fees (1931+) 7v, U, G, Motor Vehicle
Bureau Rm
- 140 Ledger, General (1931+) 1v, U, G, Motor Vehicle
Bureau Rm

ABBREVIATIONS: A (alphabetically arranged); b (box); Bldg (building); bu
(bundle); e (envelope); f (file); F (fair condition); G (good condition);
I (index in each volume); P (poor condition); PR (prior records); Rm
(room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

Receipts and disbursements:

- 141 Office expenses (Special ledger) (1931+) 2v, U,
G, Motor Vehicle Bureau Rm
Accounts with county auditor.

Tax sales:

- 142 county, Newspaper notices of (1926+) 2f, U, G,
Recording Rm
Include affidavits of publication of newspaper notices,
and non-redemption notices.
- 143 Salamanca (city), Recorded certificates of (1914+)
2v, I, G, Deeds Rm
Salamanca became a city in 1913. Records kept pursuant
to City Charter Law, sec. 184.

BOARD OF SUPERVISORS (Supervisors' Bldg)

There was no county government in New Netherland, though the burgo-masters of New Amsterdam, the magistrates of the Long Island towns, and the schepens of other localities performed functions a supervisor would have today. In 17th century England the chief legislative, administrative, and judicial officer of the county was the justice of the peace. Under the Duke's Laws of 1665 and under an act of November 1, 1683, the justice of the peace was transplanted into America (J. A. Fairlie, Centralization of Administration in N. Y., N. Y., 1898, pp. 148-62). But an act of May 13, 1691, provided that "a certain freeholder . . . shall be Chosen in each respective Town to supervise and examine the publique and necessary charge of each respective County" (Colonial Laws, I, 237). The "supervisors" met as a board on tax matters. This act was repealed in 1701, and the justices of the peace were given the supervision of county and town finances, but in 1703 the supervisor system was restored (if indeed it ever lapsed in practice). During the next fifty years the supervisor definitely displaced the justice of the peace in all except judicial functions. Supervisors were elected yearly. They met as a board to levy county taxes, supervise tax collection, and audit the treasurer's books (Ibid., I, 456, 539-42).

The board of supervisors gradually grew more powerful in matters of taxation. In 1782 it assumed supervision over the provincial general property tax and after a two-year lapse resumed this function in 1801. In 1779 the supervisors also became commissioners of excise, and in 1817 the board was allowed to equalize town taxes. (Fairlie, op. cit., pp. 148-62).

The supervisors were continued as elective officers by the constitu-

tion of 1777 (Art. XXIX). The constitution of 1846 (Art. III, sec. 17) provided that the board might be vested with what legislative and administrative power the legislature should decide. An amendment to the constitution in 1874 (Art. III, sec. 23) definitely provided for the board of supervisors in each county outside New York City as a constitutional agency, and this provision was continued by the constitution of 1894 (Art. III, sec. 26).

The board of supervisors is the legislative branch of the county. Its members are elected from the towns and from the wards of the cities for terms of two years. Since the supervisor is the chief town official, he acts as liaison officer between the county and town boards. In general, the board of supervisors has the care of county property; audits all charges against the county and raises the necessary sums to defray them; directs raising sums to pay the town charges; causes all taxes required by state law to be assessed, levied, and collected; borrows money; acts as a board of county canvassers; and exercises a great many powers conferred upon it by the legislature. Many of the records of the board are kept with the county clerk (Cahill's Consolidated Laws, 1930, chap. 11, secs. 10-49e, 60-81).

In Cattaraugus County the clerk of the board of supervisors is also the county auditor so that the records of the two offices are stored together. Eighty-five percent of the records are in the fire-proof vault on the first floor of the supervisors' building and the remainder are found in the auditor's office in the McLouth Building. The records are well kept with ample facilities for users.

I N V E N T O R Y

- 144 Check stubs (1919+) 279v, U, G; Vault(1919-35) 270v; McLouth Bldg(1935+) 9v
- 145 Claims against the county (Vouchers) (1914+) 110bu and 4f, U, G; Vault(1914-34) 110bu; McLouth Bldg(1935+) 4f
For materials and services for all county departments including board of health, crippled children, and highways. Claims approved by the board and paid by the county treasurer.
- 146 County home plans (undated) 15 items, U, G, Vault
Blue prints of proposed county home. Impossible to ascertain date but may be about 1900.

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See also pages 3-5.

Highway maps:

- 147 County (1914+) 50bu, U, G, Vault
- 148 Grade crossing elimination (1934-35) 11 items,
U, G, Vault
With detailed descriptions of property.
- 149 Highway payrolls (1930+) 35bu and 1f, U, G; Vault
(1930-35) 35bu; McLouth Bldg(1936+) 1f
- 150 Journal (Proceedings) of the Board of Supervisors
(Gowanda, 1854+) 84v, I, G, Court Library, County
Courthouse(1854-1911) 58v; Vault(1912+) 26v. See
also 152.
Full printed minutes and proceedings with reports of all
county departments.
- 151 Ledgers of general accounts (1920+) 17v, U, G; Vault
(1920-34) 15v; McLouth Bldg(1935+) 2v
Cover all departments of county.
- 152 Minutes (Proceedings) of the board of supervisors
(1919+) 17bu, U, G, Vault. See also 150.
Original copies of proceedings as returned from printer.

Town audits:

- 153 papers (1930+) 11bu, U, F; Vault(1930-33) 8bu;
McLouth Bldg(1934+) 3bu
Include annual reports on monies collected and expended
by the towns.
- 154 Register of (1909-16) 1v, I, G, Vault. For SR,
see 153.
Single-line entries of claims allowed.

COUNTY TREASURER (Neis Bldg, Salamanca)

The system of public finance in use in New Netherland was exceedingly simple. The schout-fiscal of the colony collected the excises of 1644 and 1647, and during the 1650's the excises and customs were farmed to the highest bidder. Local levies such as the tithes for ministers and schoolmasters were collected by the local magistrates. Excise farming was retained by the English in 1664, but the customs were supervised by provincial officials. A general property tax of one pence on the pound was

ordered for local (later, county) purposes. Under the Duke's Laws of 1665, the town assessors and constables assessed and collected the property tax, but the assessment rolls were approved by the sheriff and governor. The constables accounted to the sheriff, and the accounts of both officials were audited by the court of sessions.

In 1683 this general system was continued, but commissioners of each city, town, and county were to make the assessment, and each city, town, and county were to elect a treasurer to "keep a distinct book of accounts . . . of all the moneys rates and assessments . . . & also of all disbursements & payments of money by Warrant" (Colonial Laws, I, 131-32). When supervisors were provided in 1691, they were authorized to "elect and constitute A certain treasurer for each respective county" (Ibid., I, 237). This official was at first only a glorified bookkeeper responsible at various times to the supervisors or justices of the peace. (For a general account of the treasurer's early history, see J. A. Fairlie, Centralization of Administration in N. Y., N. Y., 1898, pp. 148-62).

The treasurer continued to be appointed by the supervisors under the constitution of 1777 (Art. XXIX), but in 1848 the office was made elective and the term set at three years (Laws of 1847, chap. 498). The office is now provided for by the constitution.

The importance of the treasurer has greatly increased until today he is the leading financial officer of the county. He acts as custodian of all county funds; of agency and trust funds such as the court and trust fund, alcoholic beverage tax, armory fund, corporation tax, mortgage recording tax, transfer tax, highway funds, and school aid funds; and of the capital cash account which includes amounts invested in permanent improvements, and also the bonded indebtedness of the county. The treasurer is a key officer in the taxing process, for he supervises the work of the local tax collectors and conducts the tax sales. (Paul S. Jacobsen, Administration of a Typical N. Y. County [Madison County], State University of Iowa Ms. Dissertation, Iowa City, 1935, chap. v; Cahill's Consolidated Laws, 1930, chap. 11, secs. 140-54).

The first treasurer of Cattaraugus County was Sylvanus Russell of Olean, who was appointed to office by the board of supervisors on March 28, 1817. The treasurer today occupies three rooms on the second floor of the Neis Bldg, situated at 50 Main Street, Salamanca. This building is not fire-resistant, but about 15% of the records are kept in a vault in the basement of this building, and most of the remainder of the records are kept in the second floor storeroom (shared with the board of elections) of the county clerk's building at Little Valley. A few records are in the basement storeroom of this building. The treasurer's records are well kept.

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I N V E N T O R Y

- 155 Alcoholic beverage tax (1934+) 1e, U, G; Rm 11, Neis Bldg, Salamanca
 Lists from State Comptroller showing apportionment of tax.
 Received quarterly.
- 156 Armory fund records (1916+) 9f, U, G; 2d Floor Store-
 rm, County Clerk's Bldg, Little Valley(1916-33)
 7f; Vault, Neis Bldg(1934-35) 1f; Rm 11, Neis Bldg,
 Salamanca(1936+) 1f
 Record of expenditures for maintenance, and list of employee
 payrolls for armory at Olean.
- 157 Bank deposits and vouchers (1915+) 26f, U, G; 2d Floor
 Storerm, County Clerk's Bldg, Little Valley(1915-
 32) 23f; Rm 11, Neis Bldg, Salamanca(1933+) 3f
- Bonds, County:
- 158 Canceled, and interest coupons (1929+) 8f, U, G;
 2d Floor Storerm, County Clerk's Bldg, Little
 Valley(1929-32) 4f; Vault, Neis Bldg, Sala-
 manca(1933+) 4f
 Mainly highway bonds.
- 159 register (1923+) 1v, U, G; Rm 11, Neis Bldg, Sala-
 manca
 Single-line entries.
- Bonds, Surety:
- 160 of Supervisors (1911+) 13f, U, G; 2d Floor Store-
 rm, County Clerk's Bldg, Little Valley(1911-
 31) 9f; Vault, Neis Bldg(1932-34) 3f; Rm 11,
 Neis Bldg, Salamanca(1935+) 1f
 Given for faithful accounting of school and highway
 monies.
- 161 of treasurers of high schools (1932+) 2f, A, G;
 Rm 11, Neis Bldg, Salamanca
 For faithful accounting of school monies.
- 162 Checks, Canceled (1890+) 3f and 19b, U, G; 2d Floor
 Storerm, County Clerk's Bldg, Little Valley(1890-
 1935) 19b; Rm 12, Neis Bldg, Salamanca(1936+) 3f
 Of all types of payments by the treasurer.
- 163 Correspondence (1904+) 25bu, U, G; 2d Floor Storerm,
 County Clerk's Bldg, Little Valley(1904-31) 22bu;

Rm 12, Neis Bldg, Salamanca(1932+) 3bu

- 164 Court disbursement vouchers (1912+) 15f, U, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley (1912-33) 13f; Rm 11, Neis Bldg, Salamanca(1934+) 2f

For payment of jurors and witnesses in criminal cases in county and supreme courts. Also include child welfare orders.

Court and trust funds:

- 165 ledger (1892+) 1v, I, G; Rm 11, Neis Bldg, Salamanca
Includes accountings and twenty-year fund deposit accounts.
- 166 receipts (1894+) 9f, U, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley(1894-1932) 8f; Rm 11, Neis Bldg, Salamanca(1933+) 1f
Given to treasurer by recipients of payments from funds. Include correspondence relating to these funds.
- 167 Dog license reports (1915+) 6f and 10 bu, U, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley (1915-32) 4f and 10 bu; Rm 11, Neis Bldg, Salamanca(1933+) 2f
Made monthly to treasurer by town and municipal clerks.

Highways:

- 168 County and town orders and vouchers (1921+) 6bu and 1f, U, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley(1921-31) 6bu; Rm 11, Neis Bldg, Salamanca(1932+) 1f
Materials and supplies.
- 169 maintenance vouchers and orders, County (1922+) 13f, U, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley(1922-31) 10f; Vault, Neis Bldg(1932) 1f; Rm 11, Neis Bldg, Salamanca (1933+) 2f
Labor and supervision according to Highway Law, sec. 116.

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See also pages 3-5.

Highways:

- 170 maintenance vouchers and orders, Town (1915+)
13f, U, G; 2d Floor Storerm, County Clerk's
Bldg, Little Valley(1915-34) 12f; Rm 11, Neis
Bldg, Salamanca(1935+) 1f
Highway Law, sec. 171.
- 171 State aid orders (1930+) 6f, U, G; 2d Floor Store-
rm, County Clerk's Bldg, Little Valley(1930-31)
4f; Vault, Neis Bldg(1932-34) 1f; Rm 11, Neis
Bldg, Salamanca(1935+) 1f
- 172 Inheritance tax (Transfer tax) records (1923+) 7f,
U, G; Vault, Neis Bldg(1923-36) 6f; Rm 11, Neis
Bldg, Salamanca(1937+) 1f
Printed forms giving estate, tax assessed, and amount paid.

Receipts and disbursements:

- 173 Cash book (1903+) 9v, U, G; 2d Floor Storerm,
County Clerk's Bldg, Little Valley(1903-04)
1v; Vault, Neis Bldg(1905-25) 5v; Rm 11, Neis
Bldg, Salamanca(1926+) 3v
All receipts and disbursements of treasurer. Single-
line entries.
- 174 General ledger (1911+) 2v, U, G; Rm 12, Neis
Bldg(1911-34) 1f; Rm 11, Neis Bldg, Salamanca
(1934+) 1v
All accounts of treasurer. Single-line entries.
- 175 Trial balance ledger (1926+) 2v, U, G; Rm 11,
Neis Bldg, Salamanca
Monthly balances of all receipts and expenditures. Single-
line entries.

Tax assessment rolls:

- 176 Olean (city) (1895+) 96v, I(1925+), G; Basement
Storerm, County Clerk's Bldg, Little Valley
(1895-1924) 52v; Rm 12, Neis Bldg, Salamanca
(1925+) 44v
- 177 Town (1868+) 1731v, U, G; Basement Storerm, County
Clerk's Bldg, Little Valley(1868-1929) 1500v;
Vault, Neis Bldg(1930-31) 66v; Rm 12, Neis
Bldg, Salamanca(1932+) 165v

Tax collection:

- 178 School tax notices to corporations (1920+) 1f and 2bu, U, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley(1920-34) 2bu; Rm 11, Neis Bldg, Salamanca(1935+) 1f

Taxes returned unpaid:

- 179 Real estate (1927+) 6f, U, G; Rm 12, Neis Bldg, Salamanca
- 180 School (1915+) 4f, U, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley(1915-26) 3f; Rm 12, Neis Bldg, Salamanca(1927+) 1f
- 181 Town (1904+) 3v, G; Rm 11, Neis Bldg, Salamanca
- 182 Town collectors' settlements and accounts (1907+) 22f, U, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley(1907-33) 20f; Rm 11, Neis Bldg, Salamanca(1934+) 2f

Tax sales:

- 183 certificates (1911+) 12f, U, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley(1911-35) 11f; Rm 11, Neis Bldg, Salamanca(1936+) 1f
Sold to county and to individuals by the treasurer.
- 184 redemption record (Taxes paid) (1930+) 1f, A, G; Rm 12, Neis Bldg, Salamanca
Property bid in by county and later redeemed.
- 185 register (1896+) 5v, U, G; Rm 11, Neis Bldg, Salamanca
Single-line entries of sales and redemptions. Include also newspaper clippings of sales.

Tax searches:

- 186 Certificates of (1921+) 11f, A, G; 2d Floor Storerm, County Clerk's Bldg, Little Valley(1921-31) 8f; Rm 12, Neis Bldg, Salamanca(1932+) 3f
Made to ascertain whether taxes have been paid.

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See also pages 3-5.

Tax searches:

- 187 M. F. Dodge corporation (1936) 2lv, U, G; Rm 11,
Neis Bldg, Salamanca
Individual search of title to subdivision in Olean (city).

Vouchers:

- 188 Original (1911+) 43f, U, G; 2d Floor Storerm,
County Clerk's Bldg, Little Valley(1911-25)
21f; Vault, Neis Bldg(1926-34) 18f; Rm 11,
Neis Bldg, Salamanca(1935+) 4f. For PR, see
189. See also 157.
Of all county departments.
- 189 Record of (1903+) 12v, U, G; 2d Floor Storerm,
County Clerk's Bldg, Little Valley(1903-04)
1v; Vault, Neis Bldg(1905-27) 3v; Rm 11, Neis
Bldg, Salamanca(1928+) 3v
Of all county departments.

COUNTY AUDITOR (McLouth Bldg)

Before 1910 a few counties had auditors under special legislative enactment, but in that year the county board of supervisors was authorized to appoint a county auditor and fix his term and salary (Laws of 1910, chap. 152; Cahill's Consolidated Laws, 1930, chap. 11, secs. 215-17). He shall audit all bills chargeable to the county, but the board of supervisors may limit his authority. This is a delegation of power by the board of supervisors, which regularly audits its bills and has the clerk of the board certify them. The auditor may also be authorized to act as county purchasing agent. There are at present auditors in Albany, Cattaraugus, Chenango, Erie, Essex, Franklin, Herkimer, Jefferson, Onondaga, Otsego, Rensselaer, Saratoga, Schenectady, Schoharie, Suffolk, and Ulster Counties. There is no longer an auditor under the county manager plan adopted in Monroe County.

An officer with duties similar to the auditor but called the comptroller may be provided for, if approved by the electorate at a general election. This office is elective and for a term of three years (Laws of 1909, chap. 466; Cahill's Consolidated Laws, 1930, chap. 11, secs. 234-36; 1934-35, secs. 234a-234b).

The Cattaraugus board of supervisors appointed an auditor in 1919 to take office Jan. 1, 1920. The term is for one year and his power of audit is not limited. The occupant of the office has always also been clerk of

the board of supervisors, so that the records of the two offices are closely related and are all listed under the board of supervisors.

COUNTY ATTORNEY (Franklinville)

Before 1907 some counties hired attorneys to advise them, but in that year the board of supervisors of any county was empowered to appoint a county attorney for a term of two years or less and to prescribe his duties, which might include services to town boards when not in conflict with the interest of the county (Laws of 1907, chap. 280; 1918, 573; 1931, 485; 1932, 529; Cahill's Consolidated Laws, 1930, chap. 11, sec. 210). Allegany, Chautauqua, Chenango, Genesee, Lewis, and Schuyler are the only upstate counties which do not have county attorneys. In Monroe County, under the new county manager plan, he is called county legal adviser.

The office of county attorney was not officially established in Cattaraugus County until 1930, but in 1918 the board of supervisors began to set aside sums for legal assistance and to hire an attorney. The office of the present attorney is on the second floor of the Farnham Building at Franklinville. The records are not safe from fire but are otherwise well kept.

I N V E N T O R Y

- 190 General index to records (1925+) 1v, G
 Location index arranged by type of record.
- 191 Actions against the county (1925+) 2f, U, G
 All documents in cases brought against the county.
- 192 Children's court cases (1925+) 2f, U, G
 All papers concerning each case. Child welfare cases in which county seeks to recover funds expended.
- 193 Expenditures, Ledger of (1931+) 1v, U, G
 All disbursements in court actions handled by the county attorney.
- 194 Highway condemnation proceedings (1925+) 1f, U, G

ABBREVIATIONS: A (alphabetically arranged); b (box); Bldg (building); bu (bundle); e (envelope); f (file); F (fair condition); G (good condition); I (index in each volume); P (poor condition); PR (prior records); Rm (room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

All papers involved in each case. Involve acquisition of rights of way.

- 195 Legal opinions (1925+) 1f, U, G
 Opinions given to the county officials on various legal matters.
- 196 Miscellaneous papers (1925+) 1f, G. For index, see 190.
 Correspondence and reports of county attorney to various county officials on legal questions and matters.
- 197 Public welfare cases (1925+) 1f, U, G
 All papers in action brought to recover illegal or fraudulent receipt of welfare aid.
- 198 Tax foreclosure actions (1925+) 1f, U, G
 All papers involved in each action brought by the county.

SURROGATE (County Clerk's Bldg)

In England in the seventeenth and eighteenth centuries jurisdiction in matters testamentary was vested in the ecclesiastical courts. In New Netherland the local court of burgomasters and schepens of New Amsterdam looked after the interests of widows and orphans, with some assistance from the deacons of the church. In 1655 orphanmasters were appointed in New Amsterdam and two years later in Fort Orange (Albany). The notaries also drew wills under the Dutch system. Under the Duke's Laws of 1665, the court of assizes and court of sessions were given jurisdiction in probate matters, but if the estate was valued at as much as £100, the original will had to be filed with the secretary's office in New York (Colonial Laws, I, 62, 75, 89). Under the act of November 11, 1692 (Ibid., I, 300-303), the governor's right to control the process of probate was recognized, and he was to grant letters of administration or appoint a delegate to do so. The governor or such appointed person was to probate all wills for Kings, New York, Orange, Richmond, and Westchester Counties. The governor also appointed a person in each county to supervise the estates of intestates, and the court of common pleas could take proof of wills outside the five counties named and certify them to the secretary's office. Similarly a judge and two justices of the inferior courts could grant probates and letters of administration when the estate did not exceed £50 in value, though appeal could be taken to the prerogative court within three months. In due course, delegates subordinate to the governor's delegate in the prerogative court were appointed for the outlying counties, but their powers were slight, for if litigation arose, it was settled by the prerogative court or the court of chancery. These delegates were known as surrogates.

In 1778 the state legislature deprived the governor of his probate powers and created a court of probates (Laws of 1778, chap. 12), which had the same powers as the prerogative court. Nine years later, surrogates (who were now appointed by the council of appointment) were given power to grant probates and letters of administration and to hold court in practically all estate matters. The court of probates became primarily an appellate body (Laws of 1787, chap. 38). Under the constitution of 1821 surrogates were limited to terms of four years with appointments made by the governor and senate (Art. IV, sec. 7). Two years later, jurisdiction over all estates was transferred to the surrogates. The court of probates was also abolished, and its appellate jurisdiction vested in the court of chancery (Laws of 1823, chap. 70).

Under the constitution of 1846 (Art. VI, sec. 14) the office of surrogate was abolished except in counties of more than 40,000 population, and the duties devolved upon the county judge. In a county of more than 40,000 population the board of supervisors may authorize the election of a surrogate for a term of six years (Laws of 1847, chap. 276). An excellent article on the history of the office appears in New York State Historical Association Proceedings, XX, 105-16 (1922).

In general the surrogate has power over administrators, executors, guardians, and trustees of estates and over all matters which may arise in such connection. He holds court to try cases concerning estates and wills. This court is a regular court of record. (Constitution of N. Y., Art. VI, secs. 13, 19; Cahill's Consolidated Laws, 1930, chap. 11, secs. 230-32).

The first surrogate of Cattaraugus County was Jeremy Wooster, named by the council of appointment on March 28, 1817. In 1847 the offices of county judge and surrogate were combined, but the requirement of 40,000 population was met by 1857, and separate surrogates and county judges have been elected ever since.

The surrogate's records are kept in his office and in his courtroom, both situated on the second floor of the county clerk's building. The records are kept under fire-resistant conditions and with ample facilities for users.

I N V E N T O R Y

- 199 General index to records (by name of deceased or
 ward) (1830+) 4v, G, Office
 Cover practically all bound and unbound records.

ABBREVIATIONS: A (alphabetically arranged); b (box); Bldg (building); bu (bundle); e (envelope); f (file); F (fair condition); G (good condition); I (index in each volume); P (poor condition); PR (prior records); Rn (room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

- 200 Accounting, Decrees of final (Judicial settlements) (1885+) 7v, G; Courtrm(1885-1935) 6v; Office (1936+) 1v. For index, see 199; for PR, 214.
 For judicial settlements of administrators, executors, guardians, and testamentary trustees. Summary of account, commission allowed, and division of residue. Usually printed forms.
- Administration:
- 201 Letters of (1820+) 16v, G; Courtrm(1820-1934) 15v; Office(1935+) 1v. For index, see 199.
 Grant power to administer estates of intestates. Mainly printed forms. Before 1874 and after Aug. 1, 1936, include letters with will annexed. Also include oaths and bonds of administrators.
- 202 Letters of, with will annexed (1874-1936) 5v, G, Courtrm. For index, see 199; for PR and SR, 201.
 Issued when necessary to replace an executor under a will. Mainly printed forms.
- 203 Administrators' bond books (1890+) 13v, G; Courtrm (1890-1934) 12v; Office(1934+) 1v. For index, see 199; for PR, 205. See also 201.
 Regular printed-form surety bonds with notarized oaths of two sureties.
- 204 Court and trust fund register (Register of deposits) (1894+) 1v, I, G, Courtrm
 Moneys paid into court or set up elsewhere. Single-line entries on ledger forms.
- 205 Estate papers (Documents or case papers) (1820+) 85lf, G, Courtrm. For index, see 199.
 Include final accountings for personal property; administration papers; administrators' and executors' accounts; administrators', executors', guardians', and trustees' bonds; administrators' and executors' receipts, releases, and renunciations; adoptions; correspondence; notices to creditors; dower admeasurements; instruments settling estates by agreement; notices of election; guardians' accountings; guardianship papers (before 1917); probate of heirship papers; real estate papers; transfer tax papers; transfers and mortgages of interest; and all wills. The papers on each estate, guardianship, or adoption are in a separate jacket.

Guardians:

- 206 accounts (1933+) 7f, G, Courtrm. For index, see 199; for PR, 209.
Expenses, inventories, receipts, vouchers, decrees, and final settlements. Mainly printed forms.
- 207 bond books (1890+) 4v, G; Courtrm(1890-1923) 3v; Office(1924+) 1v. For index, see 199; for PR, 214.

Guardianship:

- 208 Letters of general and testamentary (1870+) 12v, G; Courtrm(1870-1934) 11v; Office(1935+) 1v. For index, see 199. See also 214.
General guardians appointed on petition of infant (if fourteen) or of another acting for the infant (if under fourteen). Testamentary guardians named in wills. Printed forms.
- 209 Orders of general and special (Records) (1850+) 13v, G; Courtrm(1830-1933) 12v; Office(1934+) 1v. For index, see 199.
Upon petition of ward or applicant acting for guardian and receipt of bond, order letters of guardianship to issue. General guardians have supervision of property and person of ward. Special guardians have only limited supervision of property. Include orders discharging guardians and guardians' accountings until 1933. Printed forms.
- 210 papers, Active (Record) (1917+) 4f, U, G, Courtrm
All documents on current guardianships from origin.
- 211 papers, Closed (1917+) 7f, G, Courtrm. For index, see 199; for PR, 205.
All papers on each guardianship from origin to final accounting. Closed as children came of age.
- 212 reports, Index to (by ward) (1870+) 2v, G; Courtrm(1870-1900) 1v; Office(1901+) 1v
Show name of ward, when he becomes of age, name and address of guardian, amount of bond, bondsmen, dates of annual report, and date guardian discharged.

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See also pages 3-5.

- 213 Inventories (1933+) 2f, G, Courtrm. For index, see 199; for PR, 205.
Of personal property made by appraisers.
- 214 Orders, General (Minutes and orders) (1830+) 63v, G; Courtrm(1830-1935) 62v; Office(1936+) 1v. For index, see 199.
Include orders of administration, decrees of probate of heirship, orders for publication of citation, decrees on real estate, and orders appointing appraisers of transfer tax. Contain no minutes.
- 215 Testamentary, Letters (1831+) 18v, G; Courtrm(1831-1935) 17v; Office(1936+) 1v. For index, see 199.
Authorizations to executors to administer estates. Mainly printed forms.
- Transfer tax:
- 216 Decrees assessing (Tax orders) (1920-36) 5v, U, G, Office. For PR and SR, see 214.
On basis of report by appraiser, surrogate assesses tax. Printed forms. Laws of 1884, chap. 483.
- 217 register (1892+) 5v, U, G, Courtrm
Single-line entries. Laws of 1885, chap. 483.
- 218 Wills, Books of (1829+) 40v, G; Courtrm(1829-1934) 39v; Office(1935+) 1v. For index, see 199.
Include orders of probate.

SHERIFF (Courthouse)

This office is the oldest known under the common law and in England goes back to King Alfred who created the shire. In New Netherland the corresponding officer of the Dutch municipalities was the schout, who acted as prosecuting attorney and head of the police power. The Duke's Laws of 1665 provided for a sheriff for Yorkshire, and the act of 1683 setting up the twelve original counties allowed the governor to appoint sheriffs for each county annually (Colonial Laws, I, 63, 122). Under the constitution of 1777 (Art. XXIII, XXVI) the sheriffs were named annually by the council of appointment but could not hold office for more than four successive years. Since the constitution of 1821 (Art. IV, sec. 8), sheriffs are elected for a term of three years, and a constitutional amendment adopted in November, 1937, has made them eligible to serve more than one term in succession.

The sheriff is the most important administrative officer in the county. He preserves law and order, and is the executive officer of county and supreme courts, keeper of the jail, and in most cases custodian of the county buildings. (Cahill's Consolidated Laws, 1930, chap. 11, secs. 180-90; 1931-35, secs. 180, 182).

Israel Curtiss was the first sheriff of Cattaraugus County. He was chosen by the council of appointment on March 28, 1817. The sheriff was made a salaried officer in 1900, and all the fees from his criminal business accrue to the county account (Laws of 1900, chap. 142).

Nearly all of the records of the sheriff are found in his office on the main floor of the courthouse, which adjoins the jail. A few are in a storeroom of the courthouse on the third floor. The records are well kept under fire-resistant conditions and with sufficient facilities for users.

I N V E N T O R Y

- 219 Attachments and replevins, Writs of (1924+) 5f, U, G, Office
The former to seize persons or property; the latter, to recover property wrongfully taken or detained. Separate folders for each action with all papers and related correspondence.
- 220 Commitment orders (1874+) 5f and 50bu, U, G; Storerm (1874-1922) 50bu; Office(1923+) 5f
Originals signed by judges giving institution, term, and offense.
- 221 Correspondence, General (1900+) 8f and 20bu, U, G; Storerm(1900-29) 20bu; Office(1930+) 8f
- 222 Criminal case histories (Felons) (1924+) 2f, A, G, Office
Separate envelopes containing criminal record of prisoners, personal data, fingerprints, and photographs.
- Execution:
- 223 book (1915+) 3v, G; Storerm(1915-27) 2v; Office (1928+) 1v. For index, see 224.
All civil cases including body executions. Sheriff's notations of amount, date, and return.

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See also pages 3-5.

Execution:

- 224 Card index to execution book (by plaintiff)
(1915+) 2f, G, Office
- 225 papers (1915+) 5f and 38bu, U, G; Storerm(1915-
25) 38bu; Office(1926+) 5f
Separate folder for each case with all related papers
and correspondence. Include garnishee orders.
- 226 Fee record (1924+) 52bu, U, G; Storerm(1924-35)
48bu; Office(1936+) 4bu
Received for serving civil papers. Include collections of
money on executions.
- 227 Meals, Daily jail record of (1937+) 1bu, U, G, Office
Number served to prisoners on each floor of jail.

Prisoners register:

- 228 Commitments and discharges record (1874+) 7v, G;
Storerm(1874-1923) 5v; Office(1924+) 2v. For
index(1900+), see 229.
Single-line entries giving personal data and facts of
commitments and discharges.
- 229 Card index to (by prisoner) (1900+) 10f and 5bu,
G; Storerm(1900-27) 5bu; Office(1928+) 10f
The cards give about the same information on the prison-
ers as 228. Inactive cards are placed in bundles. The
active index runs from 1928.

Receipts and disbursements:

- 230 Cash book (1924+) 5v, U, G; Storerm(1924-29) 2v;
Office(1930+) 3v
Single-line entries of receipts under headings of crim-
inal and civil matters.
- 231 Journal (1900+) 13v, U, G; Storerm(1900-23) 11v;
Office(1924+) 2v
Single-line entries.
- 232 Summons and complaint file (1915+) 8f and 40bu, U,
G; Storerm(1915-24) 40bu; Office(1925+) 8f
Separate folders for each case with all related papers and
correspondence.
- 233 Supplies, Bills and invoices for (1924+) 13bu, U, G;
Storerm(1924-35) 12bu; Office(1936+) 1bu

CORONERS

The coroner existed in England as early as the twelfth century. He kept the pleas of the crown, substituted for the sheriff when the latter was disabled, and inquired into deaths caused by unnatural means. Under the common law, coroners' inquests extended also to treasure trove, shipwrecks, goods of felons, and to certain felonies. In the Duke's Laws of 1665 no mention is made of such an officer in New York, and the town constable and two overseers are allowed to view corpses in cases of suspected foul play (Colonial Laws, I, 8). Governor Dongan's charters of 1686 to New York and to Albany provided that each city should have a coroner (*Ibid.*, I, 185, 201). A law of October 6, 1708, provided that coroners be elected in the cities and counties instead of appointed by the governor, but was probably disallowed by the home government (*Ibid.*, I, 622). At any rate, in 1774 Governor Tryon reported that he appointed one or more coroners in each county (N. Y. Colonial Docs., VIII, 457).

The constitution of 1777 provided for the annual appointment of coroners by the council of appointment, but no person was to hold such office for more than four successive years (Art. XXVI). By the constitution of 1821 not more than four coroners could be elected in any county for not more than one successive term of three years (Art. IV, sec. 11). The office was omitted from the constitution of 1894. It continued under previous legislative enactment somewhat modified (Laws of 1898, chaps. 334; Cahill's Consolidated Laws, 1930, chap. 11, secs. 180-99f; 1931-35, chap. 11, secs. 180, 182, 192). In Dutchess, Erie, and Westchester Counties medical examiners have replaced the coroners; in Jefferson and Oswego the district attorney acts as coroner; and in Nassau the justices of the peace are the coroners. The coroner's duty is to investigate deaths which appear to be the result of a crime or a suicide. If the sheriff is incapacitated, the county judge shall designate one of the coroners to act in his stead.

There are four coroners in Cattaraugus County today, but all their permanent records are filed with the county clerk (entry 133).

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DISTRICT ATTORNEY (15 Main Street, Salamanca)

In New Netherland the schout was a combined prosecuting attorney and sheriff (see Sheriff). Under English rule, the prosecution of cases in the courts of sessions and of oyer and terminer seems to have been left to the provincial attorney-general. When he could not be present, he might appoint a prosecutor (usually "on shares" for part of the fees involved), or the court might designate one. It was not until 1796 that the council of appointment was empowered to appoint assistant attorney-generals to hold office until removed. They were to conduct criminal prosecutions in designated districts (Laws of 1796, chap. 8). In 1801 the office of district attorney was created, and in 1818 each county was designated as a district (Laws of 1801, chap. 146; 1818, 283). Under the constitution of 1821 the court of sessions was given the appointment of the district attorney, and the term was set at three years, (Art. IV, sec. 9), while under the constitution of 1846, the office was made elective (Art. X, sec. 1; Cahill's Consolidated Laws, 1930, chap. 11, secs. 200-5).

According to the minutes of the court of general sessions for the February term in 1818, Daniel Cruger was the first district attorney for Cattaraugus County.

The district attorney's records are found in his office on the second floor (Rm 213) of a yellow brick building (1924) at 15 Main Street, Salamanca. The building is not fireproof, but the records are well kept. Because of their confidential nature, they are not accessible to the general public.

I N V E N T O R Y

Cases:

- 234 papers (1914+) 24f, G. For index(1927+), see 235.
All unbound records of the district attorney of closed and current cases. Include appeals to county and supreme courts, bail forfeitures, correspondence, evidence, exhibits, investigations, and clerk's minutes of the grand jury. All papers on each case in individual envelopes.
- 235 Index to (by defendant) (1927+) 11v, G
- 236 register (1878+) 3v, I, G
Of all cases submitted to grand jury, with indictment number, name of defendant, history of case, and final disposition. No records kept for (1880-90, 1897-1901, 1903-13).
- 237 Correspondence, General (1927+) 11 folders, U, G
All correspondence except that dealing with cases.

- 238 Indictments, Register of (1878+) 3v, I, G
 Show name of defendant and dates of indictment, bench
 warrant, arraignment, and disposition. No entries made
 during (1903-13).
- 239 Trial calendar (1927+) 30v, U, G
 Ten vols. each for county and supreme courts, and grand
 jury. Typewritten.

COUNTY SUPERINTENDENT OF HIGHWAYS (Highway Department Bldg)

Under both the Dutch and English colonial governments, road matters were left to commissioners elected by the towns and municipalities. As early as 1673 an ordinance of the governor general and the council of New Netherland allowed the schout and schepens to lay out highways, and a law of the assembly of Achter Col (in New Jersey) ordered each inhabitant of every town, ministers and magistrates excepted, to work three days per year upon the public roads (E. B. O'Callaghan, Laws and Ordinances of New Netherland, Albany, 1868, pp. 478, 500). In 1691 each town began to elect three surveyors of highways annually to lay out, alter, and repair highways (Colonial Laws, I, 225). Any damages to private lands were paid for by special assessments on improved property bordering upon the road (Ibid., I, 471). An act of 1704 named commissioners in each county to lay out and regulate public roads (Ibid., I, 573). All citizens could be called to work on the roads for not exceeding six days yearly or to pay fines varying from three to six shillings per day (Ibid., I, 573, 632). The surveyors continued to oversee the actual details of keeping roads in repair (Ibid., II, 68). When these methods did not succeed in keeping up the roads properly, the supervisors of a county might be authorized by the assembly to raise taxes for such a purpose (Ibid., III, 338).

After the Revolution, general statutes provided for the election by freeholders of from three to five town commissioners to lay out and regulate highways, and for as many overseers as there were road districts in the town (Laws of 1784, chap. 52). By 1797 the council of appointment was naming three county superintendents of highways in each county to construct and repair roads and bridges, apportion moneys to town commissioners, and preside over appeals. Three town commissioners continued to be elected in each town to set off road districts and report to the county superintendents. Overseers were also elected to keep the roads in repair (Laws of 1797,

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chap. 43). About 1812 the laws providing for county superintendents lapsed, and highway matters were vested in town commissioners and overseers.

In 1875 boards of supervisors were given increased powers in regard to consolidating road districts (Laws of 1875, chap. 482). The county system of roads was inaugurated in 1890. Boards of supervisors in counties not exceeding 200 square miles in area could assume full control of any public road and could appoint a civil engineer to supervise the construction of county roads (Laws of 1890, chap. 555). That same year, the Highway Law was consolidated as chap. 19 of the General Laws (Laws of 1890, chap. 568). All reference to the county road system was omitted, but towns were authorized to exchange the labor system of maintaining roads for an annual tax. In 1893 boards of supervisors were again allowed to adopt the county road system and to appoint a county engineer for a term of three years (Laws of 1893, chap. 333). This officer continued optional with boards of supervisors, though after 1904 he was known as county superintendent of highways (Laws of 1898, chap. 115; 1902, 306; 1904, 609).

The rapid rise of automobile travel resulted in a general overhauling of the Highway Laws in 1908 (Laws of 1908, chap. 500). A State Highway Department, presided over by three commissioners, was established with general supervision of highways and bridges constructed, improved, or maintained in whole or in part by state aid. Boards of supervisors could appoint county superintendents of highways, but if they failed to do so, the State Department could appoint a district superintendent. Town superintendents elected for terms of two years replaced the town commissioners.

This system remains in force today except that the State Department of Public Works with a single-headed executive has replaced the State Highway Department (Laws of 1913, chap. 80; 1927, chap. 88). The term of the county superintendent of highways is four years, and he has general supervision of the construction and improvement of county and town roads subject to the approval of the State Department of Public Works (Cahill's Consolidated Laws, 1930, chap. 27, secs. 30-33; 1931-35, chap. 27, sec. 33; 1936, chap. 27, secs. 100-4).

The first county superintendent of highways in Cattaraugus County was Alexander Bird of Ellicottville, appointed on Apr. 9, 1909. The superintendent is chosen for a term of four years by the board of supervisors.

The superintendent's records are found in the Highway Department Building at 216 Main Street, Little Valley. The great majority of them are in the office on the main floor, but about 10% of them are in a vault on the same floor, and a few are in the basement. The building is of fire-resistant construction and the records are well kept.

I N V E N T O R Y

Annual reports:

Annual reports:

Summary of work done during year and of proposed work.
Includes inventory of equipment, financial statement,
and auditor's statement.

- 241 Town supervisors' (Miscellaneous town highway)
(1920+) 2f, U, G, Office
Receipts and expenditures of each town classified
under highway, bridge, machinery, labor and materials,
snow removal, and repair and storage of machinery.
- 242 Contracts and agreements (1910+) 1f, U, G, Office
Between contractors and the State Division of Highways.
- 243 Correspondence (1920+) 54f, A, G; Basement(1920-35)
52f; Office(1936+) 2f
- 244 Determinations and agreements for expenditures
(1918+) 2f, U, G; Vault(1919-22) 1f; Office
(1923+) 1f
Between town superintendents and town boards. Show monies
to be spent and purpose, taxes levied, receipts, reserve
fund, and average per mile cost.
- 245 Estimates, Budgetary, by town superintendent (1920+)
2f, U, G, Office
- 246 Field books and surveys (1918+) 73v, U, G, Vault
Cover each highway of the county. Arranged by towns.
- 247 Machinery, Contracts for lease and purchase of town
(1923+) 1f, U, G, Office
Name and description of machinery, names of vendor and town
highway superintendent, and date of payment. Signed by county
superintendent. Copies. Originals with State Division of
Highways.

Maps:

- 248 County highway (1920+) 300 items, U, G, Office
Of each road in county.

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(bundle); e (envelope); f (file); F (fair condition); G (good condition);
I (index in each volume); P (poor condition); PR (prior records); Rm
(room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

Maps:

- 249 Highway and bridge (1920+) 200 items, U, G, Vault
Proposed and adopted plans for county highways.
- 250 Purchase orders (1920+) 2f, U, G, Office
- 251 Requisitions (1920+) 2f, U, G, Office

Road fund expenditure ledgers:

- 252 County road fund (1920+) 17v, U, G, Vault
Record of expenditures for administration, labor,
equipment, and machinery.
- 253 State road fund (1920+) 17v, U, G, Vault
Record of state funds received and spent on county
roads.
- 254 Vouchers (1920+) 40f, U, G, Office
For services and supplies, with affidavits of vendor
attached.

COUNTY COMMISSIONER OF PUBLIC WELFARE
(Machias)

Under the first Dutch poor law of 1661 and under the Duke's Laws of 1665, the care of the needy was a matter of local concern, usually looked after by parish officials or the town overseers (E. B. O'Callaghan, Laws and Ordinances of New Netherland, Albany, 1868, p. 411; Colonial Laws, I, 24). The provincial assembly soon established rules of settlement (residence) for paupers, ordered the removal of vagrants, and authorized local taxes for poor relief. Their assessment, collection, and distribution were left to the town assessors and constables, but the tax levy was made by the board of supervisors as part of the county rate (*Ibid.*, I, 131, 238, 456, 539). Nearly all relief during colonial times was of the outdoor variety (that is, the paupers were assisted in their homes), but New York City set up the first permanent almshouse in 1734.

After the Revolution, the general system remained unchanged with two more overseers in each town or municipality in charge of relief (Laws of 1780, chap. 68; 1784, 35). Paupers were usually boarded out with friends, relatives, or neighbors; farmed out to contractors at a stipulated sum; or auctioned off to the lowest bidder. Yet a class of county poor, which had sometimes been implied in the colonial legislation (Colonial Laws, I, 79, 131), was now definitely recognized (Laws of 1788, chap. 62; 1801, 184; 1809, 90). Towns were also authorized to pool their resources in

order to erect workhouses (Laws of 1788, chap. 62). In 1820 the county definitely obtained precedence over the town in welfare matters. The supervisors of Rensselaer County were authorized to erect a "home of industry" and to appoint five county superintendents to supervise its management. The county bore the charge of the institution but prorated it among the towns in proportion to the number of inmates from each. Any other county could adopt the act by a two-thirds vote of its board of supervisors (Laws of 1820, chap. 51). After the report of Secretary of State J. V. N. Yates in 1824 in favor of "houses of employment," nearly forty of the counties erected poorhouses (Laws of 1824, chap. 331), and for a time town outdoor relief was almost supplanted. Counties even did away with the distinction between town and county poor (Laws of 1827, chap. 197).

In 1847 boards of supervisors were authorized to provide for the election by the people for a term of three years of a single county superintendent of the poor, although three superintendents could still be elected (Laws of 1847, chap. 498). With the setting up of State Commissioners of Public Charities in 1867, state supervision of county and local almshouses was provided, and, six years later, paupers who had not established residence in a town or county were recognized as state paupers and sent to state almshouses (Laws of 1867, chap. 951; 1873, 571, 661). This general system remained intact until 1929 when a commissioner of public welfare was provided for each county and for each city which wished to become a separate welfare district. He shall be elected or appointed as each board of supervisors shall decide. Each town board shall also appoint a town welfare officer, and municipalities may provide for them (Laws of 1896, chap. 225; 1909, 46; 1929, 565). In 1936 the State Department of Social Welfare was created to administer welfare work for which the state is responsible and to supervise all public welfare work of the local units. This department pays up to 40% of the local costs of home relief and reimburses the local units up to 40% of their general administrative costs, excluding the salaries of the welfare commissioners (Laws of 1936, chap. 873). For general treatments of the subject of public welfare, see New York State Board of Charities, Annual Report for 1903, Albany, 1904, III; J. A. Fairlie, Centralization of Administration in N. Y., N. Y., 1898, pp. 78-81; A. C. Flick, ed., History of the State of N. Y., N. Y., 1933-37, VIII, 301-21.

The county commissioner of public welfare administers the public welfare of the county welfare district and has general supervision and care of the needy within his district. He keeps the board of supervisors, county treasurer, and State Department of Social Welfare informed of the

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estimated needs and expenditures of his district. He investigates the need of and supervises the distribution of home relief, institutional care of needy persons and dependent children, and blind and old age assistance (Cahill's Consolidated Laws, 1930, chap. 49 $\frac{1}{2}$, secs. 22-27, 93; 1936, chap. 49 $\frac{1}{2}$, sec. 3. Laws of 1937, chaps. 15, 358, 411.

The early history of poor relief in Cattaraugus County is somewhat blurred because the first poorhouse burned in 1846 with all the books and papers. This building seems to have been erected in 1835 on a 200-acre farm in the town of Machias purchased the previous year. Eleazer Harman, Levi Post, Lewis P. Thorp, John Pierce, and W. W. Ponfield were the first county superintendents of the poor (Ellis, Cattaraugus County, p. 43). The county restored the distinction between county and town poor in 1844, and various attempts to move the poorhouse from Machias failed in 1847 and 1860 (Laws of 1844, chap. 163; 1847, 319; 1860, 275.

The number of county superintendents gradually decreased to one by 1890 (Adams, Cattaraugus County, p. 70). A select committee of the state senate in 1857 found the insane paupers sleeping on straw, which was not changed until it was filled with filth, and reported "The poor, especially the insane, are illy cared for" (Ellis, op. cit., p. 43). A new building was erected in 1859-61, and in 1868 a new stone main building was put up at a cost of almost \$20,000 and four new buildings for the insane. (Adams, op. cit., pp. 70-71; Ellis, op. cit., pp. 43-44). The present buildings date from 1900. The cities of Olean and Salamanca form separate welfare districts outside of the jurisdiction of the county commissioner.

The county commissioner of public welfare was formerly an ex officio member of the board of child welfare, set up in 1915. There were six other members on the board appointed for terms of six years by the county judge. This board granted allowances to mothers with one or more children under sixteen years of age so that such children might be suitably cared for in their homes. Mothers widowed, deserted, or whose husbands are in state prisons, institutions for mental defectives, or tuberculosis sanatoria are eligible for assistance (Laws of 1915, chap. 228; 1920, 700; 1923, 731, 733; 1924, 458; 1927, 527, 684; 1929, 347; 1930, 799; 1937, 15). The board of supervisors transferred the duties of the board of child welfare to the commissioner of public welfare, effective on Nov. 1, 1937.

The records of the commissioner of public welfare are found in the county home office building and in the county home, both situated at Machias. Both buildings are of wood and not at all fireproof. In the office building the records are found in an office and vault on the first floor. The vault contains 30% of all the records but has a wooden floor and shelves and plaster walls and ceiling. In the county home the records are found in the front office, middle office, and rear office on the first floor; in a rear storeroom on the second floor; and in the attic. The public welfare records of the county have been very poorly kept in the past, but they are well arranged today except that those in the attic (only about 3% of the total) should be moved to a cleaner place.

I N V E N T O R Y

- 255 General card index to case records (by name of case) (1930+) 4f, G; County Home, Front Office
Cover all case histories and divided into sections for blind relief, dependent children, county home, hospitalization, Indian relief, mental hygiene, old age assistance, and public assistance (home and work relief).
- Administrative matters:
- 256 Employees' record cards (1930+) 2f, A, G; County Home Office Bldg, Office
Name, address, position, and salary.
- 257 Miscellaneous records (1930+) 4f, U, G; County Home, Middle Office
Correspondence with, and reports to, board of supervisors, State Board of Child Welfare, State Department of Health, Civilian Conservation Corps, Temporary Emergency Relief Administration, and Works Progress Administration.

Receipts and disbursements:

- 258 Ledger of cash disbursements (1856-86) 1v, U, G; County Home Office Bldg, Vault
Of county superintendent of the poor.
- 259 Ledgers, General (1930+) 3v, U, G; County Home Office Bldg: Vault(1930-35) 2v; Office(1936+) 1v
Cover all receipts and expenditures. Broken down into the following headings: blind relief, child placement, children, commissioner, home administration, home buildings, home farm and garden, home inmates, home relief, and old age assistance.
- 260 Ledgers, Subsidiary (1930+) 27v, U, G; County Home Office Bldg: Vault(1930-35) 17v; Office(1936+) 10v
Separate smaller ledgers for the various types of accounts in the general ledgers.

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See also pages 3-5.

Administrative matters:

Receipts and disbursements:

- 261 Poor fund accounts (1928-32) 2v, U, G; County Home, Middle Office. For SR, see 259.
Cover the county home inmates, miscellaneous expenses, and public assistance accounts.
- 262 Reports to the county treasurer, Annual (1902-29) 1v, U, G; County Home, Storerm. For SR, see 278.
Reports of the superintendent of poor on number of persons supported during each year with details of expenditures.
- 263 Travel expense accounts, Superintendents' (1899-1929) 3v, U, G; County Home, Storerm
- 264 Blind relief case records (1930+) 4f, G; County Home, Front Office. For index, see 255.
Applications, case histories, correspondence, and financial records. Each case in separate numbered envelope.
- 265 Child welfare board minutes (1915-37) 1v, U, G; County Home, Rear Office. See also 268.
This board was abolished by the board of supervisors in October, 1937, and its duties transferred to the commissioner of public welfare. Full handwritten minutes.

Children, Dependent:

- 266 case records, Active (1937+) 1f, G; County Home, Rear Office. For index, see 267.
Applications, case histories, investigations, correspondence, budget sheets, and all related papers. Covers cases helped in own homes, boarding homes or institutions.
- 267 Card index to (1937+) 1f, G; County Home, Rear Office
- 268 case records, Inactive (1915+) 2bu and 1f, U, G; County Home, Rear Office
Include all case records of board of child welfare (1915-37) with applications, investigations, financial records, and correspondence, and also inactive cases of other dependent children (1930+).

County home:

- 369 Admissions register (1879+) 2v, U, G; County Home Office Bldg, Vault(1879-1932) 1v; County Home, Middle Office(1933+) 1.
Notation whether cases charged against county or state.
Full personal data on inmates with dates of arrival and discharge and cause for leaving.
- 270 Burial permits (1919+) 2b, U, G; County Home: Attic(1919-34) 1b; Middle Office(1935+) 1b
Data on death and burial.
- 271 Case records (1930+) 4f, G; County Home, Front Office. For index, see 255.
Applications, case histories, and all documents on each case in separate envelope.
- 272 Cases charged against towns, Record of (People at Cattaraugus county home) (1930+) 3f, U, G; County Home Office Bldg, Office
Card system.
- 273 Check stubs (1922+) 20v, U, G; County Home: Attic(1922-27) 5v; Middle Office(1928+) 15v
- 274 Claims against (Record of almshouse expenses and outside relief) (1900-26) 1v, U, G; County Home, Storerm. For SR, see 259, 261.
Also covers outside relief cases, that is, cases assisted in other counties but charged back to Cattaraugus..
- 275 Death certificates, Stubs of (New York State report of deaths) (1916+) 45v, U, G; County Home: Attic(1916-30) 30v; Middle Office(1931+) 15v
- 276 Inventories (1926+) 12 trays, U, G; County Home, Attic
Perpetual card inventory of buildings, machinery, and supplies.
- 277 Medical record of (1930+) 1f, A, G; County Home, Rear Office
Card record of inmates given medical treatment.

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See also pages 3-5.

County home:

- 278 Miscellaneous records (1930+) 49f, U, G; County Home Office Bldg, Office (1930+) 48f; County Home, Storerm(1930-34) 1f
Records of all business transactions of county home and farm except case records. Include correspondence, payrolls, purchase orders, receipts, reports, requisitions, and vouchers.
- 279 Reports to State Department of Social Welfare, Monthly (1910+) 1f, U, G; County Home, Middle Office
- 280 Vouchers (1924-33) 4f, U, G; County Home: Attic (1924-29) 2f; Storerm(1930-33) 2f. For SR, see 278.

Old age assistance:

- 281 Case records (1930+) 16f, G; County Home, Rear Office. For index, see 255.
Applications, case histories, and all related papers filed in individual envelopes.
- 282 Reports to State Division of Old Age Security (1930+) 1 folder, U, G; County Home, Middle Office
- 283 Outside relief cases (Record of patients in institutions) 1927-30) 2v, I, G; County Home, Storerm. For SR, see 264, 266, 284, 285.
Record of patients in out-of-county institutions with amounts expended for them and agency against which charged.

Public assistance (Home and work relief):

- 284 Case records (1930+) 16f, G; County Home, Front Office. For index, see 255.
Applications, case histories, correspondence, and all related papers filed in individual numbered envelopes. Include hospitalization, mental hygiene, and veterans' relief cases.

Indian relief:

- 285 Case records (1930+) 16f, G; County Home, Rear Office. For index, see 255.
Applications, case histories, correspondence, and all related papers in individual envelopes.

Public assistance:

Indian relief:

- 286 receipts and disbursements for, Ledger of
(1931+) 1v, U, G; County Home Office
Bldg, Office
- 287 Invoices (1910-17) 3v, U, G; County Home, Attic
Invoices of all "outdoor" welfare (home relief)
accounts pasted in volumes.
- 288 Relief orders (1931+) 2f, U, G; County Home,
Middle Office
Issued by commissioner. Copies.
- 289 Works Progress Administration certifications
(1935+) 3f, U, G; County Home, Rear Office

BOARD OF ELECTIONS (Supervisors' Bldg)

In 1894 a provision was written into the state constitution that all laws creating or affecting boards dealing with elections (except town meetings or village elections) should provide for equal representation of the two chief political parties (Art. II, sec. 6). Thereupon, in 1911 county boards of elections were created to consist of two or four members appointed by the board of supervisors with an equal number nominated by the county chairman of each of the two leading political parties (Laws of 1911, chap. 649). The supervisors set the term at either two or four years. In Nassau, Oneida, Suffolk, and Westchester Counties the county clerk performed the duties of the board of elections until 1935 (Laws of 1935, chap. 3). The board of elections investigates and validates certificates of nomination, determines upon the qualifications of election officers, and compiles statistical information on enrollment and the results of voting in the county (Cahill's Consolidated Laws, 1930, chap. 16, secs. 30-51; 1931-35, chap. 16, secs. 30-53; 1936, chap. 16, sec. 52).

Most of the records kept by this board may be destroyed after one year. This includes all petitions, certificates, objections and other nomination papers, registers, books, statements, and other enrollment and

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See also pages 3-5.

election materials. Ballots are regularly kept for only four months. But one non-personal register or a printed pamphlet taken from it, personal registers containing signatures, lists of registered voters, original statements of canvass, and original records specifying names of elected persons must be preserved.

The board of elections was set up in Cattaraugus County in 1911. It occupies a first-floor office and basement storeroom in the supervisors' building at Little Valley. The records of the board are well kept and are all in the office unless otherwise indicated.

I N V E N T O R Y

Absentee voter:

- 290 Affidavits (1933+) 1f, U, G
 Affirm the necessity for absentee voting.
- 291 applications (1935+) 2f, U, G
 Reasons for applying for absentee voting ballot and
 whether granted. Printed forms.
- 292 Boundaries of election districts, Statements of
 (1916+) 1f, U, G
- 293 Canvass, Statements of (1921+) 1f, U, G
 Signed by board of supervisors. Itemized votes for each
 office. Printed forms.
- 294 Committees, Appointment of party (1911+) 1f, U, G
 Names and addresses of various party committees.
- 295 Correspondence (1924+) 5f, A, G
- 296 Election, Certificates of (1931+) 1f, U, G
 Certified lists of persons elected to town offices.
- 297 Enrollment books, Primary election, (various places,
 1913+) (1912+) 26v, A, G
 Voters listed alphabetically under election districts
 with party designations. Cover all towns of county. Include
 political calendars.
- 298 Expenses of candidates, Statements of (1914+) 2bu
 and 1f, U, G
 Full detailed accounts.
- 299 Inspectors of election, Lists of (1936+) 1f, U, G
 For Olean and Salamanca (cities).

- 300 Local option, Petitions for vote on (1934+) 1f, U, G
Request votes to see whether sale of liquor to be prohibited
in town or village.
- 301 Nominations, Designating petitions for (1932+) 6f,
U, G
To place candidates on primary ballot. Notarized printed
forms.
- 302 Party rules, Political (1925+) 1f, U, G
Printed statements of aims, qualifications, and by-laws of
all political parties.
- 303 Proceedings (Minutes) (1912+) 6v, U, G
Full minutes of meetings of the board.

Register of voters:

- 304 Non-personal (1912+) 1275v, A, G
Used in towns where election officials may register all
except new voters each year. There are originally four
copies of each book for each voting district: one poll
book, one chairman's book, and two enrollment books. They
are identical except that the last two, in addition, give
party designations. After the election the town clerk re-
tains one enrollment book and returns the other three to
the board. The books need be kept only one year so long
as a printed list (see 297) is prepared from them. Single-
line entries giving full details on voters.
- 305 Personal (1912+) 450v, A, G
Same general description as 304. For Salamanca and
Olean (cities), where voters must register personally by
signing enrollment book. The signature book is the per-
manent record.

Registration:

- 306 Affidavits and applications for central (1936+)
1f, U, G
State that applicant is unable to register personally
and request that registration be made for him.
- 307 totals from each district (1928+) 1f, U, G

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(bundle); e (envelope); f (file); F (fair condition); G (good condition);
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(room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

- 308 Rulings and opinions of election commissioners
(1911+) 1f, U, G
On status or eligibility of candidates and legality of
propositions.
- 309 State offices, Lists of candidates for (1926+) 1f,
U, G
Certified by State Secretary of State.
- 310 Tally sheets (1933+) 22v, U, G, Storerm
- 311 Votes, Tabulations of (1928+) 1f, U, G
Printed forms showing totals in each election district for
general and primary elections.
- 312 Voting machine custodians, Appointments of (1933+)
1f, U, G

COUNTY DEPARTMENT OF HEALTH
(Bartlett Memorial Community Center, Olean)

The Cattaraugus County department of health came into existence in January, 1923, when the board of supervisors created a general health district pursuant to the Laws of 1921, chap. 509. This district embraced the entire county with the exception of the cities of Olean and Salamanca, and they joined later, making Cattaraugus County the first county health district in the State.

The board of supervisors elect a county board of health of seven members, and the board of health appoints a commissioner of health who chooses his own staff. Deputy commissioners are selected by the local councils of Olean, Salamanca, and Gowanda. The county department of health has seven bureaus dealing with: communicable diseases; the county laboratory; maternity, infancy, and child hygiene; public health nursing; sanitary engineering; tuberculosis; and venereal diseases. The first bureau is sometimes called the bureau of administration since it handles accounts and vital statistics as well as communicable diseases. There is also an additional division of the department devoted to the school health service. The bureau of tuberculosis has operated the Rocky Crest Sanatorium since 1932. This institution was established by the county, 1913-16, and was run by a board of managers prior to 1932.

The bureau of public health nursing has nine district offices employing twelve public health nurses and situated at Olean (two), Salamanca, Randolph, South Dayton, Cattaraugus, Ellicottville, Franklinville, and Delevan. These district offices contain uniform records, and an in-

ventory of the one at Salamanca is included under the bureau of public health nursing.

The great majority of the records of the department are found in the Bartlett Memorial Community Center at Olean, a rectangular three-story building of stone, brick, and wood, 60' x 40' x 50', constructed in 1900. On the first floor is found the record room of the bureau of tuberculosis (Rm 8); and on the second floor those of the bureaus of communicable diseases (and statistics) (Rm 15); maternity, infancy, and child hygiene (Rm 10); public health nursing (Rm 14); sanitary engineering (Rm 11); and venereal diseases (Rm 13); and the school health service (Rm 16). The third floor contains more records of the school health service (Rm 18) and a general storeroom of records. All of the record rooms have wooden floors and plaster walls and ceiling.

The Cattaraugus County Laboratory is also in Olean. Constructed in 1905 of stone, wood, and brick, it is a rectangular one-story building, 30' x 20' x 18', which adjoins the Bartlett Memorial Community Center. Its records are found in the Laboratory Office, a room with plaster walls and ceiling and tiled floors. The Rocky Crest Sanatorium, under the bureau of tuberculosis, is situated on Bradford Road at Olean. It is a fire-resistant rectangular building of two stories, 200' x 60' x 45', of concrete, brick, and wood, and was built in 1916. Records are found in the general office and in the head nurse's office on the main floor. Both offices have floors, walls, and ceilings of concrete. The district health office at Salamanca is on the second floor of the Andrews Theatre Bldg. (1925), of fire-resistant modern construction.

All records of the department of health are well kept and are not crowded.

I N V E N T O R Y

BUREAU OF COMMUNICABLE DISEASES (ALSO ADMINISTRATIVE MATTERS AND VITAL STATISTICS):

All records are in Rm 15 of the Bartlett Memorial Community Center unless otherwise indicated.

Administrative:

313 Annual Report of the Cattaraugus County Department of Health (Olean, 1923+) 15v, U, G

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See also pages 3-5.

Administrative:

Full reports of the activities of the department and of its separate divisions. Printed pamphlets.

- 314 Correspondence and reports, General (1923+) 3f and 10b, A, G; 3rd Floor Storerm(1923-36) 10b; Rm 15(1937+) 3f

Incoming and copies of outgoing letters. Also mimeographed or printed-form reports on cases of diphtheria, ophthalmia neonatorum, poliomyelitis, typhoid, undulant fever, and complicated vaccination.

Receipts and disbursements:

- 315 Ledger and voucher register (1927+) 2v, U, G
First quarter of these loose-leaf vols. given over to register of vouchers issued against accounts of department; remainder, ledger showing budget and actual expenditures of each division of the department.

- 316 Petty cash account (1932+) 1f, U, G
Contains also supporting vouchers and memoranda.

- 317 Visitors' register (1923+) 3v, U, G
Names and addresses of all visitors of the commissioner of health.

Communicable diseases:

- 318 Cases reported (1923+) 1f, U, G
Monthly recapitulation of cases of each communicable disease reported in various towns and cities of the county. Printed forms.

- 319 Report cards (1923+) 10f and 21b, A, G; 3rd Floor Storerm(1923-37) 21b; Rm 15(1938+) 10f
Printed-form cards showing personal and medical data on each individual case. Arranged alphabetically by name of disease and by individuals.

- 320 Scarlet fever case investigation records (1923+) 1f, U, G
Printed-form cards giving personal and medical data and household census for each individual case.

Toxoid record (Diphtheria):

- 321 Individual (1925+) 4f, A, G; 3rd Floor Store-Rm(1925-36) 2f; Rm 15(1937+) 2f

Communicable diseases:

Toxoid record (Diphtheria):

Requests of parents that children receive treatment and notes on inoculation. Typewritten sheets until 1937 when printed-form cards used. Alphabetically by towns and by children.

- 322 Monthly reports (1925+) 1f, A, G
Mimeographed cards for each town showing age of person treated and months in which treatment occurred. Alphabetically by towns.
- 323 Typhoid fever case investigations (1923+) 1f, U, G
Printed-form cards of N. Y. State Dept. of Health showing personal data, exposure to possible sources of infection, and laboratory examinations. All correspondence on each case also.
- 324 United States Public Health Service reports (1937+) 1f, U, G
Duplicate copies of typed printed forms sent to Washington.

Vaccination reports:

- 325 Individual (1929+) 3f, U, G
Printed-form cards showing personal data, smallpox history, and reaction of patient. Sent by physicians to health officers.
- 326 Physicians' (1929+) 1f, U, G
Same information as 325, reported by physicians. Single-line entries under printed headings.

Vital statistics:

- 327 Birth certificates (1926+) 8bu and 5b, G, Rm 10.
For index, see 329.
Copies of standard certificates. Bundles (1926-32) typewritten; boxes photostats.

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See also pages 3-5.

66. Department of health (Bartlett Community Center, Olean)

Vital statistics:

- 328 Death and still birth certificates (1926+) 8bu and 5b, G, Rm 10. For index, see 329; for description, 327.
- 329 Register of (1926+) 5v, I, G; 3rd Floor Storerm (1926-34) 4v; Rm 15(1935+) 1v
Mimeographed loose-leaf forms showing name and address of registrar and date, number, and surname of each birth, death, and still birth.

COUNTY LABORATORY

All records are found in the office of the laboratory, a separate building connected with Bartlett Memorial Community Center.

- 330 Accession records (1923+) 16v, U, G
Show source, date, and detailed report on specimens received by the laboratory. Typed single-line entries under printed headings.
- 331 Correspondence, reports, and requisitions (1923+) 3f, U, G
Weekly, monthly, and annual reports of the work of the laboratory. Requisitions sent to laboratory by physicians for diagnostic outfits and therapeutic and prophylactic preparations.
- 332 Specimen history slips (1923+) 6lf, A, G
Show examinations of specimens of blood, diptheria, enteric diseases, gonorrhea, syphilis, tuberculosis, urine, milk, water; also miscellaneous and supplementary examinations. All printed forms. Permanent file arranged alphabetically by patient under type of examination. Current file arranged by name of physician from whom specimen received.

BUREAU OF MATERNITY, INFANCY, AND CHILD HYGIENE

All records are in Rm 10 of the Bartlett Memorial Community Center unless otherwise stated.

- 333 Child hygiene conference notices to private physicians (1936+) 1f, A, G
Printed-form slips calling attention to abnormalities and symptoms discovered by clinics. Alphabetically by clinical district stations.

- 334 Correspondence and reports (1927+) 3f and 2b, U, G;
3rd Floor Storerm(1927-35) 2b; Rm 10(1936+) 3f
Contain data on dental program, maternal welfare, maternity
homes, nutrition program, premature births, statistical anal-
ysis, and welfare cases.
- 335 Maternal study record (1937+) 1f, A, G
Report of attending physician giving complete history of
pregnancy and delivery of each child born. Printed form ac-
companied by photostatic copy of birth certificate.
- 336 Welfare cases, prenatal records (1932+) 5f, U, G
Separate file folder on each case containing correspond-
ence, applications, reports, and all other data.

BUREAU OF PUBLIC HEALTH NURSING

1. Central Office (Olean)

All records are found in Rm 14 of the Bartlett Memorial
Community Center.

Cases:

- 337 Family history index of (by name of family)
(1923+) 5f, G. See 345.
This index covers the family folders kept in the dis-
trict offices.
- 338 Health survey (Blue folders) (1925) 10f, A, G
Survey of health conditions in certain families of the
county. Printed-form cards.
- 339 Maternity and child health (1935+) 1f, U, G
Reports of public health nurses of prenatal visits,
home deliveries, and of child health conferences. Mimeo-
graphed forms.
- 340 Orthopedic (1935+) 1f, A, G
Transcripts of information obtained in clinics held by
department.
- 341 Welfare (Confidential exchange) (1933+) 1f, A, G

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(bundle); e (envelope); f (file); F (fair condition); G (good condition);
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(room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

68. Department of health (Bartlett Community Center, Olean)

Cases:

Copies of notices sent to welfare department concerning welfare patients visited and treated.

Reports:

- 342 Correspondence and (1923+) 2f, U, G
Of bureau with commissioner of health. Reports made monthly and annually.
- 343 Nurses' monthly case count (1923+) 1f, U, G
Mimeographed forms showing different types of cases handled by each district nurse.
- 344 Nurses' weekly (1923+) 1f, A, G
Printed forms showing activities of district nurses on visits; in clinics, classes, and meetings; and in schools.

2. District Office (Salamanca)

This office is typical of the nine district offices. All records are in the second floor office in the Andrews Theatre Bldg. in Salamanca.

- 345 Family folders (1923+) 5f, G. For indexes, see 337, 346.
Individual folder for each family treated or examined. Family sheet shows personal data and financial status. Diagnostic clinic cards for each number of the family treated. General visiting, tuberculosis visiting, and maternity visiting cards. All mimeographed forms. Also contain all correspondence on the case. Alphabetically by families within towns.
- 346 Family folders card index (by name of member of the family) (1923+) 1f, G
Shows type of nursing contact established.
- 347 Individual nursing records (1938+) 1f, A, G
Card record of short-time cases which do not have a family folder. Shows medical care and nursing services. Arranged alphabetically by families within towns.
- 348 Petty cash account slips (1923+) 1f, U, G
Expenditures by nurses. Printed forms.
- 349 Travel expense slips (1923+) 1f, U, G
Monthly accounts. Printed forms.

BUREAU OF SANITARY ENGINEERING

All records are in Rm 11 of the Bartlett Memorial Community Center.

Administrative matters:

- 350 Correspondence (1933+) 2f, U, G
- 351 Reports, Annual and monthly (1928+) 1f, U, G
Full data on work of bureau. Reports made to county commissioner of health.

Milk protection:

- 352 Abortion examinations of herds (1935+) 2f, U, G
Blood tests giving date, laboratory record number, auspices of test, examiner, and results. Printed-form cards.
- 353 Herd testing (1928+) 1f, U, G
Physical examination of herd for tuberculosis and other diseases. Date, owner, to whom milk sold, numbers, ear tags, and examiner. Printed-form cards.
- 354 Pasteurized milk tests (1935+) 1f, U, G
Monthly reports to State Department of Health of milk samples from pasteurizing plants. Printed-form cards.
- 355 Raw milk bottling plant inspections (1928+) 1f, U, G
Detailed report of sanitary conditions throughout plant. Printed forms.
- 356 Sewage treatment plant inspections, Monthly (1928+) 1f, A, G
Highly detailed and technical report to State Department of Health on their printed forms.

Water protection:

- 357 Bacteriological examinations of samples, Monthly (1928+) 1f, U, G

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See also pages 3-5.

Water protection:

Source of sample, possible sources of pollution, results, and recommendations. Of community water supplies. Printed forms.

- 358 Chlorination plant reports, Monthly (1928+) 1f, U, G

Made by operator of plant to State Department of Health. Printed forms.

- 359 Purification plant reports, Monthly (1928+) 1f, A, G. For description, see 358.

Water supply records:

- 360 Community ledger (1929+) 10v, A, G

Location, type of water supply, date of test, total amount, and examiner.

- 361 School district (1936+) 1f, U, G

Card records of tests of samples of rural school supply taken by school nurses in fall and spring.

SCHOOL HEALTH SERVICE

The records of this special division of the department are found in Rm 16, Rm 18, and the 3rd Floor Storerm of the Bartlett Memorial Community Center.

- 362 Building and sanitary report and health activities (1929+) 4f, U, G; 3rd Floor Storerm(1929-34) 3f; Rm 18(1935+) 1f

Detailed report on lighting and seating, rooms, toilets, grounds, heat and ventilation, water supply, hand washing, repairs needed, improvements, books, first aid, hot lunches, inspection, instruction, and weighing. Made by public health nurses for each rural school. Mimeographed forms.

- 363 Pupils' health record (1923+) 49f, A, G, Rm 16

Examinations by nurses and physicians with recommendations and notes as to whether condition corrected. For each pupil in rural schools. Active cases, 29f. Printed-form cards arranged alphabetically by pupils within school districts and towns.

- 364 School health study for one- and two-teacher schools, Reports of (1932+) 2f, U, G, 3rd Floor Storerm

Mimeographed booklets filled in by teachers and pupils at beginning and ending of school year showing data on school sanitation; heating, ventilating, and lighting; room arrangement and cleanliness; school safety and play activities; school lunch, weighing, and measuring; school program and health; individual health behavior; and home environment.

BUREAU OF TUBERCULOSIS

All the records of the bureau are found in Rm 8 of the Bartlett Memorial Community Center at Olean, except those of the Rocky Crest Sanatorium, which are found in the general office and in the head nurse's office in the Sanatorium on Bradford Road, Olean.

Case records:

- 365 Cards (1923+) 16f, A, G
 Printed-form cards giving detailed medical information on each case of tuberculosis in the county. Active case cards are kept in Kardex visible system, 15f; inactive cards in 1f.
- 366 Contacts with positive sputum cases (1923+)
 13f, A, G
 All persons coming into constant contact with tuberculosis patients are examined periodically. Kardex visible system.
- 367 Report cards to State Department of Health
 (1923+) 20f, A, G
 All forms of tuberculosis are reported with plan for treatment. Printed-form cards.

Clinical records:

- 368 Clinic cards (1923+) 8f, G. For index, see 369
 Large folio cards giving detailed personal data, family history, past and present health history, clinical notes, physical and x-ray findings, laboratory reports, recommendations, and remarks.
- 369 Index to clinic cards (by patient) (1923+) 5f, G
 Summaries of cases on 3 x 5 cards.

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See also pages 3-5.

Clinical records:

- 370 Permanent record book (1934+) 1v, U, G
Shows admissions, changes in status of cases, discharges, and deaths.
- 371 Reports and general correspondence (1923+) 1f, U, G
Monthly and annual reports of the bureau and also daily summary sheets of each clinic filed monthly, the latter having printed headings with single-line entries.
- 372 Reports to doctors (1923+) 2f, A, G
Sent to patients' private physicians. Give results of clinical examinations.

Rocky Crest Sanatorium:

- 373 Admissions and discharges (1916+) 1v, U, G
Personal and health data. Loose-leaf vol. First half to admissions and second, to discharges.
- 374 Case histories (1916+) 10f, G. For index, see 375.
All papers, reports, and correspondence on each case filed in large envelopes. Include following printed forms: application for admission; notice of admission sent to nurse; detailed history chart; physical examination chart; laboratory record; weight chart; temperature chart; artificial pneumothorax record; sun or alpine lamp treatment; and notice of discharge.
- 375 Card index of case histories (by patient) (1916+) 19f, G
Give summary of case also. Printed forms.
- 376 Census record, Daily (1933+) 1v, U, G
Number of resident and nonresident patients, and also number of consultations with outside physicians by resident patients.
- 377 General correspondence and reports (1925+) 2f, U, G
Concern applications of employees and patients; budgets and financial statements; employee retirement system and compensation insurance; bids; and narcotic orders.

Receipts and disbursements:

- 278 Account book (1926+) 1v, U, G

Receipts and disbursements:

Itemized accounts of all disbursements for salaries, upkeep, and materials. Subdivided by tabs according to funds.

- 379 Cash book (1933+) 1v, U, G
Duplicate receipts. Also contain duplicate on deposit slips. Balanced monthly.
- 380 Ward reports, Daily (1928+) 20v, U, G
Census of each ward, condition of patients, doctors' orders, and medicine record.

BUREAU OF VENEREAL DISEASES

All records of this bureau are found in Rm 13 of the Bartlett Memorial Community Center.

- 381 Case cards (1923+) 14f, A, G
Detailed printed-form cards covering personal data, social history, past history of the diseases, examination record, and treatment history. Kardex visible system.
- 382 Reports to State Department of Health, Monthly (1923+) 1f, U, G
Bureau also sends confidential report card on each case made up from data on regular case cards.

ABBREVIATIONS: A (alphabetically arranged); b (box); Bldg (building); bu (bundle); e (envelope); f (file); F (fair condition); G (good condition); I (index in each volume); P (poor condition); PR (prior records); Rm (room); SR (subsequent records); U (unindexed); v (volume); + (to date).
See also pages 3-5.

INDEX

- ABERREVIATIONS, p. 5. See also bot-
 tom of each odd-numbered page
 Abortion examinations, no. 352
 Absentee voters, nos. 290-91
 Accession records, no. 330
 Account books, nos. 139-41, 151,
 165, 173-75, 193, 230-31, 258-61
 263, 273-74, 286, 315, 378-79.
See also Accountings; Banks;
 Claims
 Accountings, Final, nos. 165, 200,
 205-6, 211. See also Surrogate
 Achter Col (N. J.), p. 49
 Actions against county, no. 191
 Administrators and administration,
 pp. 40-41, nos. 200-3, 205, 214
 Adoptions, no. 205
 Affidavits, Supreme court, no. 1
 Agent, see Principal
 Agreements, nos. 242, 244
 Albany (city), p. 4
 Albany (county), pp. 16, 38
 Alcohol: permits, nos. 94-95, tax,
 p. 33, no. 155. See also Excise
 Allegany (county), pp. 1, 39
 Allegany Central Railroad Company,
 no. 68
 Allegany reservation, p. 1
 Allegheny River, p. 1
 Almshouse, p. 52. See also Commis-
 sioner of public welfare; County
 home
 Appeals: cases on, p. 13, nos. 2,
 234; justices' returns on, no. 8;
 notices on, no. 8. See also Cer-
 tiorari; Court of appeals
 Appellate division, see Court, Su-
 preme
 Appointments, nos. 81, 85, 89, 214,
 312. See also Appointments
Appointments, elections, bonds, and
oaths (section of county clerk's
 inventory), nos. 81-91. See also
 Appointments; Board of elections;
 Bonds; Elections; New York (state)
 council of appointment; Oaths
 Appraisers, nos. 214, 216
 Architects, no. 114
 Armory fund, p. 33, no. 156
 Assignments, nos. 8, 25, 50, 70, 73-
 74, 137
 Attachments, Writs of, no. 219
 Attorneys, no. 24. See also County
 attorney; District attorney;
 Powers of
 BAIL, see Bonds
 Baker, William, p. 1
 Bank deposits, no. 157
 Bartlett Memorial Community Center,
 pp. 63, 71
 Bastardies, see Paternity
 Black, Judge, p. 16
 Births, no. 327. See also Vital
 statistics
 Bird, Alexander, p. 50
 Blind relief, see Commissioner of
 public welfare
 Board of child welfare, p. 54, nos.
 265, 268
 Board of elections: history, pp.
 59-60; inventory, nos. 290-312
 Board of health, see County board of
 health
 Board of supervisors: pp. 2, 33,
 38-39, 49-50, 52-54, 59, 62, nos.
 134-35, 160, 257, 265; history,
 pp. 30-31; inventory, nos. 144-54
 Boarding homes, no. 267
 Bonds: nos. 35, 135, 158-59, 201;
 bail, nos. 33, 56, 234; collect-
 ors', nos. 90-91; receivers' and
 guardians, nos. 3, 36, 82-83,
 207, 212; surety, nos. 3, 160-61,
 203; trustees', no. 205; under-
 takings, nos. 33, 82-84
 Bouton, Sands, p. 6
 Bridges, see Highways
 Budgetary, Estimates, no. 245
 Buffalo Extension R. R. Co., no. 68
 Buffalo and Jamestown R. R. Co.,
 no. 68
 Buffalo and N. Y. Pipe Line, no. 69
 Buffalo, New York, and Philadelphia

Buffalo: Contd

- R. R. Co., no. 68
- Buffalo, Pittsburg, and Western
R. R. Co., no. 68
- Buffalo to Rock City Pipe Line, no.
69
- Buffalo and Susquehanna R. R. Co.,
no. 68
- Buffalo and Washington R. R. Co.,
no. 68
- Building loans, no. 136
- Burial permits, no. 270
- Business names, Assumed, nos. 107-8

CALENDARS, Court, nos. 4, 24, 239

Candidates, see Board of elections
Canvass, Statements of, p. 60, no.
293

Capital stock, no. 109

Case histories: blind relief, no.
264; children's court, no. 38;
county home, no. 271; criminal,
no. 222; dependent children, nos.
266, 268; families visited by
public health nurses, no. 345
Indian relief, no. 285; old age
assistance, no. 281; public as-
sistance, no. 284; public wel-
fare, no. 255; Rocky Crest sana-
torium, no. 374; tuberculosis
cases, nos. 365-66; venereal dis-
cases, no. 381

Cash books, see Account books

Cattaraugus (county): pp. 6, 38-39,
41, 45, 47-48, 50, 60, nos. 51,
67, 86, 92, 135, 274; courthouse,
pp. 1-2; history, p. 1; jail, pp.
2, 45, no. 227; laws, no. 135;
poorhouse, pp. 2, 54

Cattaraugus (village), p. 62

Cattaraugus R. R. Co., no. 68

Cattaraugus reservation, p. 1

Cemetery incorporations, no. 111A

Census record of patients, no. 376

Census returns (section of county
clerk's inventory), nos. 92-93

Cestiorari, p. 8

Chancery, Court of, see Court

Charities, see Commissioner of
public welfare

Chattel mortgages, see Mortgages

Chauffeurs' licenses, no. 101

Chautauqua (county), p. 39

Check books, see Account books

Checks, Cancelled, no. 162

Chenango (county), pp. 38-39

Chenango drainage canal, no. 65

Child hygiene, see County depart-
ment of health

Children: nos. 164, 192, 208-12;
crippled, no. 145; delinquent, p.
15; dependent, pp. 15, 54, nos.

255, 267-68. See also Adoptions;

Commissioner of public welfare;

Court, Children's; Juvenile delin-

quency; Paternity; Schools

Children's Court, see Court

Children's Court Act, p. 15

Chiropodists, no. 115

Circuit court, see Court

Civil actions, no. 8

Civilian Conservation Corps, no. 257

Civil war, no. 121

Claims against county, no. 145

Clerk, see County clerk

Clinical records, nos. 368-71

Commissioner of health, p. 62, nos.

317, 351. See also County depart-
ment of health

Commissioner of public welfare:
history, pp. 52-54; inventory:
index, no. 255; administrative,
nos. 256-63; blind relief, no. 264;
child welfare board, no. 265;
county home, nos. 269-80; depend-
ent children, nos. 266-68; old age
assistance, nos. 281-82; outside
relief, no. 283; public assistance
(home and work relief), nos. 284-
89. See also County home; Public
welfare; State Department of Social
Welfare

Commitments, nos. 33, 35, 220, 228-
29. See also Children; Crime; In-
competents

Committees, Political party, no. 294

Common pleas, Court of, see Court

Communicable diseases, see County
department of health

Compensation insurance, no. 377

- Comptroller, see State Comptroller
- Conditional sales, nos. 44-46. See also Mortgages, Chattel
- Consents, no. 98
- Constables, pp. 33, 47, 52
- Constitution, see New York (state)
- Contracts, no. 242
- Convictions, no. 41
- Coroners: no. 133; history, p. 47
- Corporation tax, p. 33
- Corporations and business organizations (section of county clerk's inventory), nos. 107-13; mentioned, no. 178
- Correspondence: board of elections, no. 295; bureau of maternity, infancy and child hygiene, no. 334; bureau of public health nursing, no. 342; bureau of sanitary engineering, no. 350; bureau of tuberculosis, no. 371; commissioner of public welfare, no. 257; county attorney, no. 196; county department of health, no. 314; county home, no. 278; county laboratory, no. 331; county superintendent of highways, no. 243; county treasurer, no. 163; district attorney, nos. 234, 237; Rocky Crest Sanatorium, no. 377; sheriff, no. 221
- Costs, Bills of, no. 5
- Council of appointment, see New York (state)
- County archivist, p. 6
- County attorney: history, p. 39; inventory, nos. 190-98
- County auditor: history, pp. 38-39
- County board of health, p. 62, no. 145
- County clerk: history, pp. 6-7; inventory: appointments, elections, bonds, and oaths, nos. 81-91; census returns, nos. 92-93; corporations and business organizations, nos. 107-13; court records, nos. 1-41; licenses and permits, nos. 94-105; miscellaneous, nos. 133-43; property transfers, nos. 42-80; registers, chiefly of professions, nos. 114-32; men-
- County: Contd
- tioned, pp. 1-2, 11, 25, 59, no. 98
- County commissioner of public welfare, see Commissioner
- County court, see Court
- County department of health: history, pp. 62-63; inventory: administrative, nos. 313-17; communicable diseases, nos. 318-26; county laboratories, nos. 330-32; maternity, infancy, and child hygiene, nos. 333-36; public health nursing, nos. 337-49; sanitary engineering, nos. 350-61; school health service, nos. 362-64; tuberculosis, nos. 365-80; venereal diseases, nos. 381-82; vital statistics, nos. 327-29
- County engineer, p. 50
- County home, p. 2, nos. 146, 255, 259, 261, 269-80. See also Commissioner of public welfare
- County judge, pp. 15, 41, 47, 52. See also Special county judge
- County laboratory, see County department of health
- County legal adviser, p. 39
- County purchasing agent, p. 38
- County register, p. 6
- County sheriff, see Sheriff
- County superintendent of highways: history, pp. 49-50; inventory, nos. 240-54
- County superintendent of the poor, nos. 262-63. See also Commissioner of public welfare
- County surrogate, see Surrogate
- County treasurer: p. 53, nos. 136, 262; history, pp. 32-33; inventory, nos. 155-80
- Court:
- of appeals, no. 2
- of assizes, pp. 8, 13, 40
- Buffalo superior, p. 8
- burgomasters, p. 40
- chancery, pp. 8, 40-41
- children's: no. 192; history, p. 15; inventory, nos. 38-41
- circuit: p. 8, nos. 5-7, 15, 18

Court: Contd

21, 25-27, 34-36; history, p. 12; inventory, no. 30
 common pleas, pp. 1, 6, 14, 40, nos. 5-7, 15, 18, 25-27, 30, 34-37; history, p. 13; inventory, no. 32
 county: pp. 6, 13-15, 45, nos. 1, 3-8, 10-15, 18, 21, 24-27, 30, 41, 164, 234, 239; history, p. 14; inventory, nos. 33-37
 ecclesiastical, p. 40
 exchequer, p. 8
 justices', p. 16, nos. 1, 12, 15
 oyer and terminer: pp. 8, 48, nos. 10, 21, 30, 33, 37, 41; history, p. 13; inventory, no. 31
 prerogative, pp. 40-41
 probate, p. 41
 of sessions: pp. 6, 13-14, 33, 40, 48, nos. 10, 21, 30, 32-33, 37, 41; history, p. 14
 of special sessions: history, pp. 15-16
 supreme: pp. 6, 11-13, 45, nos. 33-36, 41, 164, 234, 239; history, p. 8; inventory, nos. 1-21; appellate division, p. 8, no. 2; general term, p. 8; special term, p. 8, no. 21; trial term, pp. 8, 12-13, no. 21
 surrogate, see Surrogate
 Court actions, no. 6
 Court and trust fund, p. 33, nos. 165-66, 204
 Court clerk, p. 6
 Court records: nos. 1-41; arrangement of, p. 7; housing and care, pp. 1-3. See also Court
 Court secretary, p. 6
 Crime and criminals, pp. 8, 13-14, 16, nos. 10, 33, 222. See also Bail; Cattaraugus (county) jail; Commitments; Convictions; District Attorney; Indictments; Juries; Juvenile delinquency; Sheriff
 Cruger, Daniel, p. 48
 Curtiss, Israel, p. 45
 Customs tax, p. 32
 Custos rotulorum (keeper of the

Custos: Contd

rolls), p. 6
 DEATHS, nos. 121, 275, 328, 370
 Decrees, see Orders
 Deeds, nos. 47-50. See also Property transfers
 Delevan, p. 62
 Dentists, no. 116
 Desertions, no. 121
 Devereux Land Company, no. 67
 Disbursements, see Account books; Financial statements
 Discharges, nos. 121, 228, 370, 373
 District attorneys: p. 47, no. 56; history, p. 48; inventory, nos. 234-39. See also Crime
 Divorce actions, nos. 7-8, 25
 Dockets: children's court, no. 39; collectors' bonds, no. 91; goods and chattel, no. 46; hospital liens, no. 59; incorporations, no. 111; judgment, no. 12
 Dodge, M. F., corporation, no. 187
 Dog licenses, no. 167
 Domestic relations, see Court, Children's
 Dongan, Governor, p. 47
 Dower admeasurements, no. 205
 Driving licenses, nos. 101-2
 Duke's Laws of 1665, pp. 6, 8, 13-14, 16, 30, 33, 40, 44, 47, 52
 Dutchess (county), p. 47
 EDUCATION, see Schools
 Election commissioners, Rulings of, no. 308
 Election, Notices of, no. 205
 Election districts, no. 292
 Elections: certificates of, nos. 84, 109, 296
 Ellicottville, pp. 1, 50, 62, no. 93
 Employee retirement system, no. 377
 Engineers, p. 50, no. 117
 England, pp. 6, 30, 40, 44, 47
 Enrollment books, p. 59, nos. 297, 304
 Erie (county), pp. 1, 15, 38, 47
 Erie Railroad, p. 1
 Essex (county), p. 38

- Estates, Instruments settling, no. 205. See also Surrogate; Wills
 Excise: commissioners, p. 30, no. 134; tax, p. 32. See also Alcohol
 Executions, nos. 34, 223-26
 Executors, Estate, p. 41, nos. 200, 202, 205, 215. See also Wills
 Exhibits: district attorney, no. 234
 Expenses of candidates, no. 298
 FAMILIES, nos. 337, 345-46
 Farmers Loan and Trust Company, no. 67
 Farms, no. 118
 Federal, see United States
 Fees, no. 226
 Felons, see Crime
 Field books, no. 246
 Field notes, no. 51
 Final accountings, see Accountings
 Financial statements, nos. 316, 348, 377. See also Account books
 Fingerprints, no. 222
 Firemen, Exempt, no. 119
 Fishing licenses, nos. 96-97
 Flood control, no. 65
 Foreclosures, see Mortgages; Taxes
 Fort Orange (Albany), p. 40
 Franklin (county), p. 38
 Franklinville, pp. 2, 39, 62
 GARNISHEE ACTIONS, no. 225
 General term, see Court, Supreme
 Genesee (county), pp. 1, 39
 Genesee Valley Canal R. R. Co., no. 68
 Gowanda (city), p. 62
 Great Valley and Bradford R. R. Co., no. 68
 Great Valley Pipe Line, no. 69
 Guardians and guardianships, p. 41 nos. 3, 82-83, 200, 205-12. See also Surrogate
 HARMAN, ELEAZER, p. 54
 Health, see County department of health; Health survey; State Department of Health
 Health survey, no. 338
 Heirship, Probate of, nos. 205, 214
 Herd testing, no. 353
 Herkimer (county), p. 38
 Highway Law, p. 50
 Highways: nos. 135, 145; contracts, no. 242; funds, p. 33, nos. 136, 149, 158, 160, 168-71, 241, 244-45, 252-53; maps, nos. 66, 147-48, 248-49; right of way, nos. 137, 194; streets, no. 137. See also County superintendent of highways
 Holland Land Company, p. 1, nos. 51, 67
 Home relief, see Commissioner of public welfare
 Homestead exemptions, nos. 52-54
 Hoops, Adam, Major, p. 1
 Horseshoers, no. 120
 Hospitals: liens, nos. 58-59. See also Rocky Crest Sanatorium
 Hospitalization, nos. 255, 284. See also County department of health; Rocky Crest Sanatorium
 Hunting licenses, nos. 96-97
 INCOMPETENTS, nos. 35, 83, 127. See also Commissioner of public welfare
 Indexes: applications for revolver permits, no. 106; assumed business names, no. 108; case records of commissioner of public welfare, no. 255; chattel mortgages, no. 43; children's court cases, no. 40; clinic cards, no. 369; county attorney's records, no. 190; criminal surety bond liens, no. 57; deeds, nos. 48-49; dependent children case records, no. 267; district attorney's cases, no. 235; execution book, no. 224; family histories, public health nursing, nos. 337, 346; guardianship reports, no. 212; homestead exemptions, no. 54; judgment foreclosures, no. 14; lis pendens, no. 20; maps, no. 64; marriage records, no. 100; miscellaneous records, no. 138; mortgage books, no. 63; mortgages, nos. 71-72; prisoners' register, no. 229; Rocky

Indexes: Contd

- Crest sanatorium case histories, no. 375; satisfactions, no. 77; supreme court proceedings, no. 9; surrogate's records, no. 199
- Indian relief, nos. 285-86
- Indian reservations, no. 67
- Indictments, p. 8, nos. 10, 238
- Infants' proceedings, no. 36
- Inheritance tax, see Transfer tax
- Innkeepers and victuallers, p. 6
- Inquests, see Coroners
- Insane, see Incompetents
- Insurance: authorizations, nos. 112-13
- Intestates, p. 40, no. 201
- Inventories, nos. 206, 213, 276
- JACKSON, HALLIDAY, p. 1
- Jail, see Cattaraugus (county)
- Jefferson (county), pp. 16, 38, 47
- Judgments: nos. 11-14, 25, 137; docket, no. 12; foreclosures, nos. 13-14; rolls, nos. 7-8; transcripts, no. 15
- Juries and jurors: general, no. 164; grand, nos. 10, 16, 234, 239; trial, no. 17. See also Crime
- Justices, pp. 6, 13-14, 30, 40, 47
- Juvenile delinquency, p. 15, no. 38. See also Children
- KINGS (county), p. 40
- LABOR AND LABOR PROBLEMS, no. 60
- Laboratory reports, see Clinical records
- Leases: nos. 47, 137; Indian, no. 55
- Ledgers, see Account books
- Legal opinions, no. 195
- Lewis (county), p. 39
- Licenses and permits (section of county clerk's inventory), nos. 94-105; mentioned, p. 6, no. 134
- Liens: criminal surety bond, nos. 56-57; hospital, nos. 58-59; mechanics', nos. 60-61
- Lime Lake, p. 2
- Liquor control, see Alcohol
- Lis pendens, nos. 18-20. See also Property transfers
- Little Valley, pp. 1-2, 50
- Little Valley Water Works, no. 69
- Loan commissioners, p. 18, nos. 62-63
- Local option, Petitions for vote on, no. 300
- Long Island, pp. 6, 14, 30
- Lunacy, see Incompetents
- MACHIAS (town), pp. 2, 54
- Machinery, nos. 241, 247, 252
- Maps: drainage, no. 65; election districts, no. 67; highway, nos. 66, 147-48, 248-49; property transfer, no. 67; railroad, nos. 66, 68-69; utility, no. 68
- Marriage: licenses, no. 98; records, nos. 99-100. See also Vital statistics
- Maternity, nos. 339, 345. See also County department of health
- Meals, Daily jail record of, no. 227
- Medical examiner, p. 47
- Medical records, nos. 277, 319-20, 332, 380. See also County department of health
- Mental hygiene, nos. 255, 284
- Milk protection, nos. 352-55
- Military service: discharges, nos. 121, 137; persons liable for, no. 122; roll book, no. 121; vending licenses, no. 123
- Minutes: board of elections, no. 303; board of supervisors, nos. 150, 152; child welfare board, no. 265; circuit court, nos. 21, 30; common pleas, nos. 30, 32, 37; court of sessions, nos. 21, 30, 32, 37; grand jury, no. 234; inquests, no. 133; oyer and terminer, nos. 21, 30-31, 37; special term, no. 21; trial term, no. 21
- Miscellaneous (section of the county clerk's inventory), nos. 133-43
- Misdemeanors, p. 16
- Monroe (county), pp. 38-39

- Montgomery (county), pp. 1, 16
Mortgage recording tax, p. 33, nos. 78-79
Mortgages: nos. 25, 50, 62-63, 70-77; chattel, nos. 42-43; foreclosures, nos. 13-14, 18, 26. See also Property transfers
Mother's aid, see Commissioner of public welfare
Motor vehicle bureau, nos. 101-4
Motor vehicle registration, nos. 103-4
Motorcycle registration, no. 103
NAPOLI, p. 2
Nassau (county), pp. 47, 59
National Prohibition Act, no. 94
Naturalization, nos. 22-23
Neglect actions, no. 38
New Amsterdam, pp. 30, 40
New Netherland, pp. 6, 30, 33, 40, 44, 49
New York (city), pp. 6, 8, 31, 47, 52
New York (county), p. 40
New York (state): census, no. 93; constitution, pp. 6, 8, 15, 30, 33, 41, 44, 47-48, 59; council of appointment, pp. 6, 8, 13, 41, 44-45, 47-49; governor, pp. 6, 13, 33, 40-41, 44, 47; legislature, p. 41; senate, pp. 41, 54. See also State
New York and Erie R. R. Co., no. 68
New York State Library, no. 93
Niagara (county), p. 1
Niagara, Lockport, and Ontario Power Co., no. 68
Nominations: no. 301; certificates of, p. 59. See also Appointments
Notaries public, p. 40, nos. 85-86
Notes of issue, Court, no. 24
Nurses, Registered, no. 124
Nursing, see County department of health
Nutrition program, no. 334
OATHS, nos. 81, 86-89, 201
Oil Creek reservation, p. 1
Old age assistance, see Commissioner
Old age: Contd
 of public welfare
Olean (city), pp. 33, 54, 62-63, nos. 65, 67, 156, 176, 187, 299, 305
Olean (town), p. 1
Olean, Rock City, and Bradford R. R. Co., no. 68
Olean Street R. R. Co., no. 68
Oneida (county), p. 59
Onondaga (county), p. 38
Ontario (county), p. 1
Optometrists, no. 125
Orange (county), p. 40
Orders: court, nos. 8, 25, 220, 225; surrogate, nos. 200, 206, 209, 214, 216, 218. See also Court, Supreme; Purchase orders
Orphanmasters, p. 40
Orthopedic cases, no. 340
Otsego (county), p. 38
Osteopaths, no. 126
Oswego (county), p. 47
Outdoor relief, see Commissioner of public welfare
Outside relief, no. 274. See also Commissioner of public welfare
PARTNERSHIP, no. 137. See also Corporations
Paternity cases, no. 38
Paupers, see Commissioner of public welfare
Payrolls, no. 278
Peet, Levi, p. 54
Pennsylvania R. R. Co., no. 68
Pennsylvania Traction R. R. Co., no. 68
Permits, see Licenses
Philadelphia, p. 1
Physicians, no. 127. See also County department of health; Surgeons
Pierce, John, p. 54
Pipe lines, no. 69
Political parties: committees, no. 294; rules, no. 302. See also Board of elections; Elections
Poll book, no. 304
Ponfield, W. W., p. 54
Poor laws, see Commissioner of pub-

Poor: Contd

lic welfare

Powers of attorney, no. 137

Pre-natal records, nos. 335-36

Principal and agent, nos. 129, 137.

See also Powers of attorney

Prisoners, nos. 228-29. See also

Jail; Sheriff

Probate, see Surrogate; Wills

Professions, see Registers

Property transfers (section of county clerk's inventory), nos. 42-80

Public health nursing, see County department of health

Public utilities, no. 69. See also Railroads

Public welfare, nos. 197, 334, 336, 341. See also Commissioner of public welfare

Publication: affidavits, no. 142; orders, no. 214

Pupils' health record, no. 363. See also School health service

Purchase orders, nos. 250, 278

QUAKERS, p. 1

RAILROADS, nos. 66, 68-69

Randolph, p. 62

Real estate, nos. 26, 44, 47, 179, 205, 214. See also Property transfers

Receipts, nos. 166, 205-6, 278. See also Account books

Receivers and receiverships, nos. 3, 8, 82-83

Reforestation, no. 67

Register, see County register

Registers: county bonds, no. 159; county home admissions, no. 269; court and trust fund, no. 204; indictments, no. 238; notaries public, no. 86; prisoners, no. 228; supreme court proceedings, no. 9; tax sales, no. 185; town audits, no. 154; transfer tax, no. 217; visitors to commissioner of health, no. 317; vital statistics, no. 329; voters, pp. 59-60, nos. 304-5

Registers, chiefly of professions

Registers: Contd

(section of county clerk's inventory), nos. 114-32

Registration, nos. 306-7

Releases, nos. 70, 205

Relief orders, no. 288

Religious societies, no. 109

Rensselaer (county), pp. 38, 53

Replevin, Writs of, no. 219

Reports: bureau of maternity, infancy, and child hygiene, no. 334; bureau of public health nursing, nos. 342-44; bureau of sanitary engineering, no. 351; bureau of venereal diseases, no. 382; chlorination plant, no. 358; clinical, to private physicians, no. 372; commissioner of public welfare, no. 257; communicable diseases, no. 322; corporations, no. 109; county attorney's, no. 196; county department of health, nos. 313-14; county home, nos. 278-79; county laboratory, no. 331; county superintendent of highways, no. 240; dog licenses, no. 167; financial report, superintendent of the poor, no. 262; old age assistance, no. 282; purification plant, no. 359; referee's, nos. 26, 28; Rocky Crest Sanatorium, no. 377; school health service, nos. 362, 364; school trustees and superintendents, no. 136; sheriff's sales, no. 28; town excise commissioners, no. 134; town supervisors, no. 241; tuberculosis, nos. 367, 371; U. S. Public Health Service, no. 324; vaccination, nos. 325-26

Requisitions, nos. 251, 278, 331

Revolutionary War, pp. 1, 49, 52

Revolver permits, nos. 105-6

Richmond (county), p. 40

Rochester, William B., Judge, p. 8

Rochester and Pittsburgh R. R. Co., no. 68

Rochester and State Line R. R. Co., no. 68

Rocky Crest Sanatorium, nos. 373-80

Russell, Sylvanus, p. 33

- SALAMANCA (city), pp. 2, 54, 62-63, nos. 143, 299, 305
 Salamanca and Warren R. R. Co., no. 68
 Sales: bills of, no. 137; sheriff's, nos. 27-28; tax, nos. 142-43
 Sanitary engineering, see County department of health
 Saratoga (county), p. 38
 Satisfactions, nos. 42, 76-77
 Scarlet fever, no. 320
 Schenectady (county), p. 38
 Schepens, pp. 30, 40, 48
 School health service, nos. 362-64
 Schools: district trustees, no. 136; funds, p. 33, nos. 136, 160-1; health service, nos. 361-64; superintendents, no. 136; taxes, nos. 178, 180
 Schout, pp. 44, 48-49
 Schout-fiscal, p. 32
 Schuyler (county), p. 39
 Schoharie (county), p. 38
 Searches, Papers of, no. 80
 Seneca Indians, p. 1, no. 55
 Sheriff: pp. 33, 47-48, no. 82; deputy, nos. 81, 89; history, pp. 44-45; inventory, nos. 219-33. See also Crime
 Simmons, Henry, p. 1
 Snow removal, no. 241. See also County superintendent of highways
 Smith, Dayton, p. 62
 Special county judge, p. 15
 Special sessions, Court of, see Court
 Special term, see Court, Supreme
 Specimen histories, no. 332
 Stallions, nos. 130-31
 State Board of Child Welfare, no. 257
 State Commissioners of Public Charities, p. 53
 State Comptroller, p. 18, nos. 79, 155
 State Conservation Department, no. 96
 State Department, no. 98
 State Department of Health, nos. 98, 257, 323, 354, 356, 358, 382
 State Department of Public Works, State: Contd
 p. 50
 State Department of Social Welfare, p. 53
 State Division of Highways, nos. 242, 247
 State Division of Old Age Security, no. 282
 State Highway Department, p. 50
 State Secretary of State, pp. 25, 53, nos. 93, 309
 State Superintendent of Insurance, no. 113
 State Tax Commission, nos. 78-79
 State Tax Examiner, no. 78
 Staten Island, pp. 6, 14
 Stipulations, no. 25
 Subpoenas, no. 33
 Suffolk (county), pp. 38, 59
 Summons and complaint, nos. 7, 29, 232
 Supreme court, see Court
 Surgeons, no. 128
 Surrogate: history, pp. 40-41; inventory, nos. 199-218. See also Accountings; Administrations; Guardians; Inventories; Trustees; Wills
 Surveyors, p. 49. See also Engineers
 Syracuse (city), p. 15
 Swane, Joel, p. 1

 TALLY SHEETS, no. 310
 Taxes and taxation: pp. 30, 32-33, 49-50, 52, no. 135; collection, nos. 178, 182; foreclosures, no. 198; rolls, nos. 176-77; sales, nos. 136, 142-43, 183-85; searches, nos. 186-87; unpaid, nos. 179-81. See also Alcohol; Excise; Mortgages; State Tax Division; Transfer tax
 Temporary Emergency Relief Administration, no. 257
 Thorp, Lewis P., p. 54
 Tithes, p. 32
 Towanda Valley and Cuba R. R. Co., no. 68
 Town: assessment rolls, no. 177;

Town: Contd

assessors, pp. 33, 52; audits, nos. 153-54; board, pp. 39, 53, no. 244; clerk, nos. 84, 98-99, 167, 304; collectors, nos. 90-91, 182; county home cases, no. 272; excise commissioners, no. 134; officials, nos. 84, 88; overseers, pp. 49-50, 52; road commissioners, pp. 49-50, superintendent of highway, p. 50, nos. 244, 247; supervisors, no. 241; unpaid taxes, no. 181; welfare officer, p. 53
 Toxoid records, nos. 321-22
 Trailer registration, no. 103
 Transfer tax, p. 33, nos. 172, 205, 214, 216-17
 Transfers and mortgages of interest, no. 205
 Trapping licenses, nos. 96-97
 Trial term, see Court, Supreme
 Travel expense, no. 349
 Treasure trove, p. 47
 Trustees, p. 41, nos. 82, 200, 205
 Trusts, see Court and trust fund
 Tryon (county), p. 1
 Tryon, Governor, p. 47
 Tuberculosis, Bureau of, nos. 365-80. See also Rocky Crest Sanatorium
 Typhoid fever, nos. 323-24.

ULSTER (county), p. 38

United States: alcohol permits, nos. 94-95; census, no. 92; Congress, p. 11, no. 55; naturalization, nos. 22-23

U. S. Deposit Fund, p. 18

U. S. Public Health Service, no. 324

U. S. Surplus Revenue Act, p. 18

U. S. Treasury Department, no. 94

VACCINATION REPORTS, no. 325-26

Vagrants, see Commissioner of public welfare

Venereal diseases, see County Department of Health

Veterans' relief, no. 284

Veterinarians, no. 132

Vital statistics, nos. 327-29. See

Vital: Contd

also Births; Deaths; Marriages
 Votes, Tabulations of, no. 311
 Voting machine custodians, no. 312
 Vouchers, nos. 157, 164, 168-70, 183-89, 206, 254, 278, 280, 316

WARD REPORTS, DAILY, no. 380

Water protection, nos. 357-61

Westchester (county), pp. 6, 14, 16, 40, 47, 59

Wills, p. 40, nos. 47, 201-2, 205, 208, 218

Wooster, Jeremy, p. 41

Works Progress Administration, nos. 257, 289

X-RAY FINDINGS, see Clinical records

YATES, J. V. N., p. 53

Yorkshire, pp. 6, 14, 44



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